

SECTION 20440: Appendix 5

Library Building Program Components

April 30, 2002

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Library Building Program Components

2. OVERVIEW AND NEED FOR THE PROJECT

a. General Introduction and Time Schedule.

Introduction.

Since 1998, Alameda Free Library's Main Library has been operating in an 18,000 square foot interim facility in temporarily leased space in the historic Alameda High School. The original Carnegie library building, constructed in 1903, had to be vacated after a local ordinance was passed mandating the abandonment of unreinforced masonry buildings.

For many years, the people of Alameda have recognized that the 13,000 square foot Carnegie building was much too small to serve the current population (72,259), much less the twenty-year population projection of approximately 78,000. In recent years, the need for a larger and more appropriate library building was discussed in depth at community meetings, by focus groups, citizens committees, library committees, the Library Board of Trustees, the Library Foundation, Friends of the Library, the Alameda Unified School District, the Alameda City Council, and local government departments (e.g., Planning, Public Works, Community Development). Indeed, the Council provided funds several times for architectural/engineering studies to identify the location, size and feasibility of a new library building.

As for the interim facility, it is considered only a stop-gap measure. The space is leased from the School District until 2004, and the District has already indicated that its intention is to use the space for other purposes. In any case, the facility is not appropriate for up-to-date Main Library use. The space is long, narrow, and overcrowded. Bookstacks are filled. Seating is woefully inadequate. Staff works under difficult conditions. Because of space constraints, the Interim Library lacks the proper number of public service and staff computers, and does not have space to accommodate reasonably sized children's functions, public meetings or training sessions for groups of any size. Except for several small pilot projects with Alameda Unified School District, cooperative projects that require physical space within the facility are simply not possible.

In August, 2001, the Alameda City Council retained the firm of Aaron Cohen Associates LTD to write a Building Program for a new Main Library building to serve the people of the City of Alameda, and in October of that year, the firm of Thomas Hacker Associates, Architects, Inc. was chosen to develop a Conceptual Architectural Design. In the meantime, that September, the Council voted to designate the parcel bounded by Lincoln Street, Oak Street and Times Way, already owned by the City, as the new Main Library site.

Time Schedule.

As the temporary lease has about three years to run, it is expected that the entire construction project will be finished long before the lease expires.

The project timetable appears on the other page.

PROJECT TIMETABLE

#	ACTIVITY	DATE
1.	Planning and Land Use Permits Obtained	N/A
2	Grant Award	10/01/02
3	Schematic Plans Completion	12/31/02
4	Design Development Plans Completion	04/30/03
5	Working Drawings (90%) Completion	08/31/03
6	Construction Documents Completion	09/30/03
7	Project Advertised for Bids	10/01/03
8	Start of Construction	03/01/04
9	Estimated Mid-Point of Construction	10/01/04
10	Completion of Construction	04/30/05
11	Opening of Library Building to the Public	07/01/05
12	Final Fiscal & Program Compliance Review Completed	12/31/05

b. The Relationship of the Library Building Program to the Architectural Design Process.

This Library Building Program is predicated on the Main Library's Needs Assessment for collections, readers' seats, staff offices and workstations, meeting rooms, technology seats and spaces, and special purpose/miscellaneous spaces, as revealed in the Needs Assessment process, and by community feedback. Needs and requirements were converted into the need for furniture and equipment, the associated net assignable square foot needs, and then divided among the various services – e.g., public services, including popular library, reference, general collection, young adult services, children's services, etc., and non-public services, including administration, technical services, etc. In effect, the Building Program is a data and text outline for the Conceptual Architectural Design.

The Architects used the Building Program to create a conceptual design that satisfies site, functional, aesthetic, code, and budget requirements. The design outlines a state-of-the-art Library building that will serve the City of Alameda for the next twenty years. The Building Program is essential for this work. It develops the service concept for the building, and lays out certain parameters based upon the requirements of the Library's services -- or as Louis Sullivan would say: "Form follows function."

Each stage of this architectural project – conceptual design, design development, construction documents, bidding the project -- will be tested against the Building Program in terms of space for the collection, seating, staff support, and library programming requirements.

c. The Roles and Interrelationships of the Library Building Team Members.

In 2000, the City Manager established a twelve-member Library Building Team. It includes two at-large citizen members, one member from each of the Library's three community support groups, a representative from the School District, one representative from the City's Planning Department, and one Representative from the City's Development Department, two Library Board members, one member of the Library staff, and the Library Director. In addition, the Assistant City Manager for Operations has served as a participant in the interviews and evaluation process for consultants and architects.

The Library Building Team provided oversight and input to the Building Consultants and Architects, and made recommendations and findings to the Library Board. The Library Director is liaison with the requisite departments within Alameda City government, including Planning, Public Works, and Community Development; with the City Manager and City Council; and with any California State agencies, including the State Library.

The Programmers developed the Needs Assessment, process, and Building Program under the guidance of the Library Director, and Library Building Committee. They met with the entire staff several times, and interviewed the department heads and their individual staff members. The Programmers also have met with the Architects in person, and continued in constant communication throughout the process.

The Building Program was first presented in a city-wide public hearing, and then was carefully reviewed by the Building Team, which then passes it on to the Library Board, which reviewed and approved it, and sent it forward to the Architects. Once they received the approved Building Program, the Architects began to develop the Conceptual Architectural Design under the guidance of the Library Director, and Library Building Team. The Architects met with the entire staff, and interviewed department heads and their staff. The Architects conferred closely with the appropriate City and County agencies about issues related to parking, zoning and building codes. Based upon the Building Program, the meetings and interviews with staff, public, city and local officials, and their professional experience, the Architects created the Conceptual Architectural Design.

3. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING**a. Occupancy by staff and patrons.**

At minimum, the Library will be operated by 26.45 full time equivalent staff. When fully occupied, the building will contain 584 patrons.

b. Type and Size of Collections.

Projections indicate that the Library will house the following types and sizes of collections over the next 20 years:

TYPE OF COLLECTION	PROJECTED NUMBER OF VOLUMES	CURRENT VOLUMES (11/01)	INCREASE INDIVIDUAL COLLECTIONS	
			VOLUMES	%
Adult/Young Adult Books Collection				
Fiction	20,000	13,171	6,829	52
Mysteries	6,100	5,331	769	14
Science Fiction	900	830	70	8
Western	400	392	8	2
Large Print	6,100	3,045	3,055	100
New Books	1,100	1,100	0	0
New Books (face out)	500	500	0	0
Paperbacks	4,000	3,000	1,000	33
Young Adult	6,100	1,738	4,362	251
Non-Fiction	65,000	58,055	6,945	12
QNon-Fiction	3,000	3,111	- 111	- 4
Chinese Language	2,000	1,321	679	51
Japanese Language	1,000	718	282	39
Spanish Language	2,000	713	1,287	181
Vietnamese Language	1,000	340	660	194
Other Languages	2,000	686	1,314	192
Reference	6,200	6,215	-15	-0.24
Local History	5,600	4,694	906	19
Subtotal Adult/Young Adult Books Collection	133,000	104,960	28,040	27%*

*Please note: In this and subsequent charts, the subtotal percent is based on the aggregate increase of all projected individual collections. Adding together all the percentages in the column entitled “%” and then dividing by the number of rows in that column provides an inaccurate measurement as individual collections are of different sizes.

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TYPE OF COLLECTION	PROJECTED NUMBER OF VOLUMES	CURRENT VOLUMES (11/01)	INCREASE INDIVIDUAL COLLECTIONS	
			VOLUMES	%
Children/Juvenile Books Collection				
Easy Readers	2,400	1,072	1,328	124
Picture Books	11,200	6,327	4,873	77
Moving Up	3,300	1,525	1,775	116
Paperbacks	1,200	1,000	200	20
Fiction	7,200	3,585	3,615	101
Parent/Teacher	600	269	331	123
Non-Fiction	11,500	10,583	917	9
Spanish Books	600	188	412	219
Other Languages	600	388	212	55
Reference	600	553	47	8
Subtotal Children/Juvenile Books Collection	39,200	25,490	13,710	54%
TOTAL BOOKS COLLECTION	172,200	130,450	41,750	32%
Adult/Young Adult Media Collection				
Books on Cassette	1,750	388	1,362	351
Audio Compact Disk	1,750	219	1,531	699
Books on CD	3,000	196	2,804	1,430
CD-ROM	250	0	250	N/A
DVD	6,625	0	6,625	N/A
Video Cassette	6,625	2,982	3,643	122
Subtotal Adult/Young Adult Media Collection	20,000	3,785	16,215	428%
Children/Juvenile Media Collection				
Books on Cassette	500	25	475	1,900
Audio Compact Disk	500	95	405	426
CD-ROM	125	0	125	0
DVD	1,938	0	1,938	0
Video Cassette	1,937	717	1,220	170
Subtotal Children/Juvenile Media Collection	5,000	837	4,163	497%
TOTAL MEDIA COLLECTION	25,000	4,622	20,378	441%

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TYPE OF COLLECTION	PROJECTED NUMBER OF VOLUMES	CURRENT VOLUMES (11/01)	INCREASE INDIVIDUAL COLLECTIONS	
			VOLUMES	%
Adult/Young Adult Periodicals Collection (in Titles or Issues)				
Current Magazines	275	140	135	96%
Back Issue Magazines	572	1,000	- 428	-43
Current Newspapers	40	31	9	29
Young Adult Current Magazines	24	17	7	41
Subtotal Adult/Young Adult Periodical Collection	911	1,188	-277	-23%
Children's/Juvenile Periodicals Collection (in Titles or Issues)				
Children's Current Periodicals	75	21	54	257
Children's Backfile Periodicals	36	4	32	800
Subtotal Children's/Juvenile Periodicals Collection	111	25	86	344%
TOTAL PERIODICALS COLLECTION	1,022	1,213	- 191	- 16%
TOTAL ALL COLLECTIONS	198,222	136,285	61,937	45%

c. Flexibility and Expandability:

To enhance flexibility of the building, the architectural design will minimize the number of interior columns, walls and partitions. This will enable the Library administration and staff to respond to changes in service patterns and needs by easily rearranging furniture and equipment rather than spending substantial sums to renovate the building.

d. Staff efficiency:

Since staff salaries represent the largest item in almost every Library's annual operating budget, the simplicity of the building's design will contribute to economical staffing patterns. Unseen public areas often require additional staff. Long distances also require additional staff. Service desks should be placed in centralized locations so that staff can easily serve patrons, and assist one another during peak periods of activity. Non-public areas should be grouped where feasible, and placed so that they are accessible to staff working in the public areas. This planning approach suggests a relatively open plan.

e. Energy efficiency:

On the simplest level, energy efficiency is addressed by conservation. Adequate insulation in the walls and ceilings is appropriate in any climate. Much of the building's heat loss can be traced to windows and doors. Double glazed windows help to reduce heat loss, as do some window dressings and treatments.

Cooling is heavily reliant on electricity, commonly most expensive type of energy. It is important for air-conditioning equipment to be sized properly for the building. Multiphased, variable volume air conditioning systems can be used to moderate cooling costs.

Solar architecture, and passive or active systems to collect solar energy area are other means to achieve energy efficiency. A passive solar system relies on the design of the building itself to preserve or capture energy, then redistributes it for temperature regulation. Here orientation of the building on the site, and the location of windows on the building are critical. Even the type and color of material used where sunlight falls will affect the amount of energy collected or dispersed. The building may also contain an active system that uses special equipment – solar collectors and panels – to capture energy.

The effectiveness and efficiency of the lighting design should also be examined. Often the greatest single energy cost in the building is the cost of artificial light. The use of natural light, and the balance between natural and artificial light as well, as the type of fixtures and lamps used will affect the both the construction and operating costs.

f. Fenestration:

The need for natural light, and the aesthetic satisfaction that is derived from being able to enjoy the out-of-doors while being sheltered, is an important consideration in designing a public Library. However the summer heat entering the building through windows or skylights presents a challenge to any air-conditioning system. Direct solar gain is not desirable. Shading the glass during the overheated period is the highest priority, particularly for the southern and western exposures. Indeed, the west receives the hottest sun in the summer.

Generally fenestration should be double pane, with low “e” coating on the inside surface of the outside pane. If fenestration is unshaded, low “e” should be replaced with “heat mirror”, which also reduces visible transmission. Multiple glazing should have low conductance frames, using either thermal breaks, if metal, or thermally resistant materials such as wood or plastic.

Reflected light is useful, but glare from uncontrolled reflecting surfaces must be kept from view.

g. Space finishes:

Interior finishes should be durable, attractive and easy to clean materials. The walls should be painted in water cleanable paint. Natural materials like stone, brick and wood can also be used.

The floors in public areas should be designed so that patron and staff traffic patterns are taken into consideration. Highly trafficked spaces, such as the building’s lobby, should have durable and easy to clean floor surfaces, e.g., natural stone or ceramic tile. Antistatic and soil resistant, high grade commercial carpeting (broadloom or tiles) should be used for the rest of the public spaces. Quality carpeting, along with its durability, look and design, will impact the appearance of the interior. In addition, quality carpeting absorbs noise, and will help to lower background noise. As for non-public spaces, several of these areas should be outfitted with resilient floor tile that is easy to keep clean.

All ceilings in the Library must have good light reflectance. Acoustical treatment is required in all public and non-public assignable spaces, except for storage, custodial and similar areas.

h. Access for the disabled:

The Library building has to be designed to provide barrier free access mandated by Americans with Disability Act of 1990 (ADA). It is appropriate to begin the project with the assumption that everything being designed should be barrier-free. Maneuvering space and clearances must be provided at all public areas. Although work areas must be on an accessible path, individual furniture workstations are not required to be accessible, unless they are assigned to a person with a disability.

In the new facility:

- The entrance should be placed at ground level (if not possible provide a ramp leading to the entrance with incline not more than 1 foot for every 12 running feet)
- The entry and all interior doors should be at least 36" wide.
- The building requires an elevator if it is more than one story. The elevator car has to be of certain dimensions, and have special control buttons.
- The bookstack aisles should be at least 36" wide. Turning radius must be taken into consideration for cross aisles.
- The restrooms have to have at least one ADA accessible stall.
- All telephones, light switches and water fountains have to be on accessible height.

i. Acoustics:

Sound is produced by a vibrating object or surface. In order for sound to be transmitted or propagated, it requires an elastic medium. The most common medium for transmission is the air. However, sound can also be easily transmitted through common building materials and components such as steel, concrete, wood and metal framing, piping and gypsum board. Thus, the building should be designed with sound isolation and reverberation control in mind. It is much cheaper to avoid noise problems in the initial design than to correct them later on. Good acoustics is not cosmetic; it must be integral part of design, and not a superficially applied treatment either before or after the fact.

Materials should be selected with adequate mass and sound isolation design. The simplest construction that meets the noise reduction criteria should be chosen. Penetration of walls, floors, and ceilings should be minimized. All openings should be airtight to maintain acoustical integrity.

Mechanical and electrical equipment should be considered an integral part of the acoustical design. Quiet rated fixtures and equipment must be chosen. The vibration isolators and sound absorbing duct linings must be used together along with flexible connections and low velocities in ducts and pipes.

Spaces with critical acoustical requirements such as the Community Meeting Rooms complex should be designed by a qualified professional.

j. Environmental conditions (HVAC):

Alameda Free Library is located in a city on an island. It has special environmental considerations related to its location, in particular, high humidity during certain times of the year. Although the temperature is moderate, overcast skies and a stiff breeze out-of-doors affect indoor environmental conditions. For almost all net assignable spaces in the Library, a relative humidity of plus or minus 40-50 percent, and a temperature of plus or minus 70 degrees is suggested.

Please note that many libraries are affected by the "sick building syndrome" because of lack of good ventilation. Bookstacks tend to act as walls, preventing proper air flow. When air quality is poor, the occupants of a Library tend to experience a set of symptoms, including headaches, fatigue, eye, nose, and throat irritation, etc. that ameliorate when they leave the structure. A similar but different condition is "building related illness", in which the symptoms have recognized medical signs and positive laboratory findings and the causative agent is much more frequently identified. Such illnesses may include Legionnaires' disease, humidifier fever, hypersensitivity pneumonitis, and allergic rhinitis.

Since the single most important factor in dealing with indoor air quality in the Library is ventilation, the heating, ventilating and air conditioning system is the best vehicle for optimizing many factors in the in-

door environment, including temperature, humidity, electrostatic charges, air movement, and pollution control.

Filtration of outside air and re-circulated air is also vital in ensuring the provision of air of good quality. Cleanliness of the air supply and return systems is also important. The design of air supply equipment must allow easy access to all sections for frequent inspection and cleaning. Review of projected occupant activity, density, and location will provide the base for heating, ventilating, and air conditioning design.

k. Illumination:

Lighting levels should meet the following recommendations, which generally are based on the Engineering Society Handbook. All levels are expressed as “maintained” levels; calculations should include appropriate light loss factors.

Reading Areas:

50 foot candles (500 lux) average, measured horizontally at tabletop, and augmented with task lighting in carrels and at tables where appropriate.

Bookstacks:

30 foot candles (300 lux) average, measured vertically on stack face at a height of 30”.

Service Desks:

50 foot candles (500 lux) average measured horizontally at countertop, and with careful coordination with computer screen location and orientation to avoid reflected glare.

Small Conference or Group Study Rooms:

50 foot candles (500 lux) average measured horizontally at tabletop.

Staff Areas:

50 foot candles (500 lux) average on desks or work tables measured horizontally at desk-top, augmented by task lighting.

Large Meeting or Community Rooms:

40 foot candles (400 lux) average with all lights on, and with separately controlled lighting for the podium or front of the room. The lighting should be dimmable or switchable to produce approximately 2 foot candles (20 lux) for note taking during AV presentation, and the note taking lighting should not spill onto projection screen. To give flexibility, there might be several different layers of light or separate lighting systems that can be combined in various ways to suit different activities.

l. Power and data communication requirements:

Most of the equipment found in the libraries such as telephones, computers, copiers, etc. is similar to that used in other government and business organizations. Since automation technology constantly changes, any installation should be flexible. More efficient design and planning should mean that modern technologies can be more easily installed and modified, while substantially reducing the costs of equipment installation and maintenance.

Normal duplex convenience outlets should be provided for housekeeping throughout the Library. Dedicated power outlets should be provided wherever computers and other sensitive electronic equipment are used. All study spaces should have access to electrical outlets.

The Library building will have one integrated network or two Local Area Networks with possible interconnection: one – combining OPAC's and all internal databases including CD-ROM servers, another – connected to the city of Alameda and school system, and also dedicated to Internet access. A wireless system should also be investigated. Patrons should be able to use their own laptops when accessing the Library network.

The implementation of the technology shall be completely integrated into the process of design and construction of the Library building. The Integration means there must be coordination and dependency within new infrastructure, space planning, building systems design, interior design, construction documents, etc. The layout of staff workstations, service desks, and patron sitting areas becomes a location of data outlets. Electrical power distribution system should follow the data wiring for the most part. Structural elements and finish systems must provide means to accommodate electrical and data wiring.

Telecommunication closets and server rooms must be strategically located on the floor plate and properly designed. Furniture and equipment has to be provided with wire management and designed to be used with computers and other electronic equipment.

All staff offices, work areas, and service desks should be provided with a telephone outlet. All outlets used by staff should have intercom capability.

m. Security systems:

Modern libraries are using new technology to continually improve upon the distribution of knowledge. It makes sense that an essential part of the electronic Library is a security system to protect the information around which all other activities involved.

Based on microprocessor magnetic technology, the more flexible Library security system basically consists of thin markers or strips that are applied to Library books and materials. It also consists of desensitizing and resensitizing units which activate or deactivate the strips, and detection system which electronically search exiting patrons for materials not desensitizing. At checkout, the desk attendant passes the Library item over a desensitizer that turns the strip "off". The item can now be carried through the detection system at the exit without sounding the alarm. When Library materials are returned, they are turned back "on" with a resensitizer. Resensitizing can be performed by staff, or a special gadget can be placed in the return chute.

The Library building should be protected with fire and burglar alarm. All doors should have locks with keys, or electronic key card access.

n. Signs:

Graphic communications or signs are characterized as performing people-to-place functions, direction, identification, information/orientation, regulatory and warning/restrictions. For the Library, the goal is to coordinate the development of a sign system that will make the place understandable to the visitor through attractive visual media. Beyond the basic mechanics of this system, modifications should be available in the areas of color, letterstyle, materials, enclosures/frames and mounting. Of primary importance is the mechanics of the graphic system, i.e., layout, type size, panel grid proportion and letter/line/work spacing.

o. Audio-visual systems:

At one time, audiovisual systems were separate from the computer network. Today, audiovisuals can be part and parcel of the network. For example, this Library will feature smart podiums in certain meeting rooms, and in the Community Meeting Room. A smart podium linked to an overhead pro-

jector, and with the proper equipment and software, can access the Library's network; a satellite downlink; the Internet, and via the Internet, the Alameda Unified School Districts databases, and other consortia and commercial databases; etc. It also operates drives for tapes, floppy disks, DVDs, CDs, etc. In the Popular Library, the Library will also feature entertainment centers, essentially microcomputers with their own VCRs, DVD and CD players.

p. Visual supervision:

The Library building should be designed with eye on the visual supervision of patrons by Library staff. The Circulation Desk should be located near the entrance/exit, so staff will be able to watch people entering and exiting the Library. The Circulation desk attendants also have to supervise security gates, which have to be located near the Desk on the way out. The other service desks should be located in central areas on the Library.

Some Library functional areas need more supervision than others. For example, Young Adult as well as Children's areas need constant supervision. The delivery entrance needs to be supervised as well.

q. Master list of furniture and equipment:

Ref #	Furniture or Equipment	Sorting Identity	Total Amount
1	Bin on wheels for toys	toy bin	2
2	Book drop slots in exterior wall (1 for adult books, 1 for children's books, 1 for media, and 1 for CD's and DVD's)	bk.slot	4
3	Book truck and display booktrucks	b.truck	39
4	Bookcase	bcase	2
5	Bulletin board, wall hung	b.board	1
6	Cabinet, file, vertical, 5 drawer	vf.cab.	15
7	Cabinet, file, lateral 5 drawer	lf-cab5	4
8	Cabinet, file, lateral 4 drawer	lf-cab4	11
9	Cabinet, map flat file	map case	4
10	Cabinet, microfilm cabinet, 10 drawer	micr.cab.	10
11	Cabinet, supply	s-cabinet	10
12	Cart, coffee, movable	coffee	N/A
13	Case, food display	food cas.	2
14	Chair, conference	c-chair	12
15	Chair, guest	g-chair	22
16	Chair, high stool, swivel, posture with casters	s-stool	5
17	Chair, kitchen	k-chair	8
18	Chair, lounge	l-chair	31
19	Chair, lounge, intermediate height	cl-chair	4
20	Chair, reading	r-chair	190
21	Chair, reading, intermediate height	cr-chair	24
22	Chair, reading, juvenile height	jr-chair	20
23	Chair, stacking	stack chair	178
24	Chair, stacking, (intermediate height)	c-stack chair	18
25	Chair, swivel castered, adustable height, posture, staff	s-chair	37
26	Chair, swivel castered, adustable height, posture, executive	es-chair	1
27	Chair, swivel castered, adustable height, patron	ps-chair	51
28	Coat rack	coat rack	4
29	Coat rack, mobile	m-coat rack	4
30	Coffee cart on wheels	coffee cart	1

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Ref #	Furniture or Equipment	Sorting Identity	Total Amount
31	Coin/smart card machine, wall mounted	machine	3
32	Computer, Ethernet switches, 40 port	e-switch	5
33	Computer, fiber Ethernet modules for Cisco	fiber	4
34	Computer, firewall, Cisco PIX 515 or equivalent	firewall	1
35	Computer, network hub	hubs	5
36	Computer, micro, multifunctional, OPAC, quick check	q-comput	10
37	Computer, micro, multifunctional, public access PC's	p-comput	15
38	Computer, micro, multifunctional, staff, networked (12 w/bar code scanners)	s-comput	34
39	Computer, micro, multifunctional, thin client	t-comput	50
40	Computer, routers, Cisco 26XX or equivalent	router	2
41	Computer, self check-out, networked	co-comp	2
42	Computer, wireless network attachment points	wireless	As req'd
43	Computer, server for Epixtech system	e-server	1
44	Computer, server for mail and web applications	m-server	1
45	Computer, server for School District proxy connection	sd-server	1
46	Computer, server for SNMP and printer control	sn-server	1
47	Computer, servers for thin clients	t-server	2
48	Computer, wireless network attachment points	wireless	4
49	Copier, staff area	copier	2
50	Copier, coin or smartcard operated	s-copier	5
51	Cot	cot	1
52	Couch	couch	2
53	Credenza	credenza	1
54	Depressible booktruck	bd.truck	4
55	Desk, instructor	desk	1
56	Display case, glazed and lockable, table type	td-case	2
57	Display case, glazed and lockable, wall hung	wd-case	1
58	Easel, fold down	easel	2
59	Electronic Kiosk 4-sided (library information and flyers)	kiosk	1
60	Ethernet switches, 40 port	ethernet	1
61	Fax machine	fax	1
62	Fire alarm control box	alarm box	1
63	Firewall, Cisco 26xx or equivalent	firewall	1
64	Intercom	intercom	6
65	Keycard system for all interior and exterior doors	keycard	As req'd.
66	Kitchen appliance: coffee maker	cof.mak	3
67	Kitchen appliance: dishwasher	dishwash	1
68	Kitchen appliance: microwave oven, countertop	microw.	2

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Ref #	Furniture or Equipment	Sorting Identity	Total Amount
69	Kitchen appliance: microwave oven/stove top, large capacity with exhaust vents	stove	1
70	Kitchen appliance: refrigerator/freezer, large capacity	refrig.	2
71	Kitchen appliance: refrigerator, under counter	s-refrig.	1
72	Kitchen Appliance: teakettle	teakettl.	2
73	Kitchen appliance: toaster oven, countertop	toaster	1
74	Kurzweil	kurzweil	1
75	Ladder	ladder	1
76	Lamp, table	t-lamp	4
77	Lectern, portable with light	lectern	2
78	Loveseat	loveseat	2
79	Mail bins unit	mail bins	1
80	Map case, flat file	map case	1
81	Map, graphic of Library, directional signs	map	1
82	Microform reader/printer on their own console	reader/pr	2
83	Modem	modem	5
84	Optelec CCTV	optelec	2
85	PA system speaker	PA spkr	5
86	Pedimat (carpet) with drains to collect rain	mat	2
87	Piano, on wheels with bench	piano	1
88	Pillow, floor	fl-pillow	4
89	Printer, centralized	c-printer	2
90	Printer, direct	d-printer	6
91	Printer, fax, scanner	fs-printer	4
92	Printer, label	l-printer	3
93	Printer, networked	printer	8
94	Printer, receipt, networked	r-printer	3
95	Printer, system	sys-printer	1
96	Projection unit, overhead, controlled at smart podium; CPU to control its own audio/video setup with drives for computer floppies, video tapes, CD-ROM's, audio cassettes, overhead foils, 35 and 16mm film, etc. and sound system control.	overhead projection unit	4
97	Rack for brooms and mops, wall hung	br.rack	1
98	Rack, magazine display	mag.disp.	2
99	Rack, newspaper	news rack	1
100	Screen, large, electrically operated, flush mounted in ceiling	screen	2
101	Screen/white board combination, also connected to the network (to download and/or print material written on the white board)	Screen/white board	2
102	Security alarm and cameras for the doors	security	4
103	Security gate system including electronic counter	sec.gate	1
104	Service desk counter section (30"-32"h) w/knee hole, shelves and drawers underneath	l-counter section	6
105	Service desk counter section (39"-40"h) w/knee hole, shelves, drawers. Articulated keyboard support underneath	h-counter section	3
106	Shelving, 3 shelves h, 10"d	l.ft.	245
107	Shelving, 3 shelves h, 12"d	l.ft.	693
108	Shelving, 3 shelves h, 15"d	l.ft.	404
109	Shelving, 5 shelves h, 8"d, display type	l.ft.	1,042

ALAMEDA FREE LIBRARY

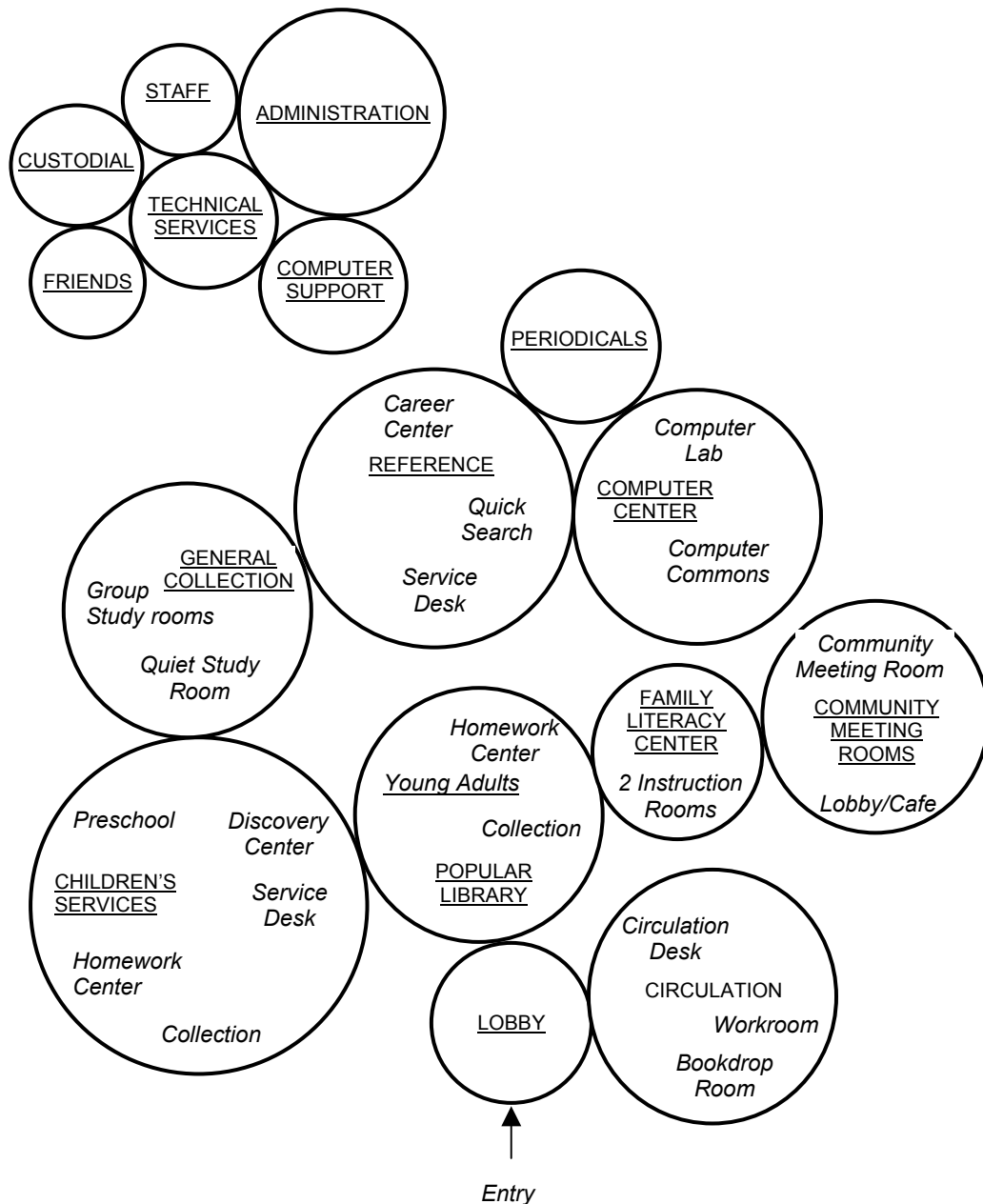
Ref #	Furniture or Equipment	Sorting Identity	Total Amount
110	Shelving, 5 shelves h, 10"d	l.ft.	2,524
111	Shelving, 5 shelves h, 10"d, display type	l.ft.	516
112	Shelving, 5 shelves h, 12"d	l.ft.	36
113	Shelving, 5 shelves h, 12"d, wall hung	l.ft.	40
114	Shelving, 5 shelves h, 12"d, complete w/pull-out reference shelves	l.ft.	781
115	Shelving, 5 shelves h, 12"d, w/some display shelves	l.ft.	700
116	Shelving 5 shelves h, 12"d display type with storage/flat shelves underneath	l.ft.	374
117	Shelving, 7 shelves h, 10"d	l.ft.	11,260
118	Shelving, 7 shelves h, 12"d, wall hung	l.ft.	162
119	Shelving, 7 shelves h, 12"d	l.ft.	1,344
120	Shelving, 7 shelves h, 15"h	l.ft.	330
121	Shelving, industrial, 7 shelves h, 12" d, single face, anchored to the walls	i-l.ft.	50
122	Shelving, industrial, 5 shelves h, 15" d shelves, 18"h shelf	i-l.ft.	217
123	Shelving, industrial, 5 shelves h, 24"d, single face anchored to the wall	i-l.ft.	450
124	Smart podium/w CPU and drives for CD, tapes, etc., connected to overhead projection unit; also connected to the library network	podium	4
125	Spinners, paperback	spinner	5
126	Stage equipped with curtain (portable)	stage	1
127	Stage, puppet theater, portable	pup.theat.	1
128	Stand, atlas	a-stand	1
129	Stand, atlas, child height, with rolling shelves	ca-stand	1
130	Stand, dictionary	d-stand	1
131	Stand, dictionary, child height, with rolling shelves	cd-stand	1
132	Table, individual table or carrel with electrical and data connections (at least 10% ADA accessible)	e-table	72
133	Table, individual, intermediate height with electrical and data connections (at least 10% ADA accessible)	ce-table	18
134	Table, 2-person table (wired for electrical and data) for study or equipment (all ADA accessible)	2-table	10
135	Table 3'x 6' (regular height), folding	fold table	16
136	Table 3'x 6' (intermediate height), folding	c-fold table	2
137	Table, round, 4-seater, juvenile height	jr-table	5
138	Table, 4' square, cafeteria type	k-table	7
139	Table, 4'x 6' , 4-seater, with electrical and data connections (at least 10% ADA accessible)	4-table	26
140	Table, 4'x 6', 4-seater intermediate height with electrical and data connections (all ADA accessible)	4c-table	4
141	Table, round, conference, 4' dia	c-table	4
142	Table, conference, 6-person table	6-table	5
143	Table, conference, 12-person	12-table	1
144	Table, OPAC station, stand-up	OPAC st-up st.	8
145	Table, high OPAC station, stand-up -- child	c-OPAC stnd-up	2

ALAMEDA FREE LIBRARY

Ref #	Furniture or Equipment	Sorting Identity	Total Amount
146	Table, occasional	o-table	12
147	Table, self check-out stations	co-station	2
148	Table, side	s-table	1
149	Table, stand-up station for microcomputer and printer	st-up st.	1
150	Table, work	w-table	8
151	Table, work, 4' x 8'	wk-table	1
152	Table, work, 3' x 3' for laminator	lw-table	1
153	Telephone handsets	telephone	50
154	Telephone switch (voice – for 50 handsets)	s-tel	1
155	Telephone, pay (outside security gate)	phone	2
156	Truck, flatbed with 6 wheels	fb.truck	1
157	Truck, hand	h.truck	1
158	TV/video combo ceiling hung	TV	1
159	Typewriter on own mobile stand	typewr.	1
160	Utility truck	u.truck	1
161	Vending machine	vnd.mach.	1
162	Workbench, technician with recessed shelving underneath work surface, cabinets above, and task light.	w-bench	2
163	Workstation, furniture, L-shaped in an office	station	4
164	Workstation, L-shaped, technician, furniture, containing: 1 file/box pedestal, shelving bins above (10% ADA accessible)	t-wrkst	17
165	Workstation, L-shaped, librarian, furniture, containing: 1 file/box pedestal, shelving bins above	l-wrkst	6
166	Workstation, U-shaped, director's, furniture	d-wrkst	1

4. Spatial Relationships

This is an abstract sketch, which illustrates the principles of the Library building's various relationships. The flow diagram will form the basis of the plan. If the final plan does not reflect the principles established at this point, the building will not and cannot function, as it should, no matter how beautiful its appearance.



4. **SPATIAL RELATIONSHIPS (continued) – Narrative of the Building Program**

A. Public Area: Lobby

The Building's Lobby functions as the public entry point into the facility. Exterior automated doors enable free flow into the facility.

B. Public/Non-Public Area: Circulation

Circulation is the operation that oversees library materials' check-out, check-in and reserves. Sorting and shelving checked-in materials are a major part of this operation. Spatially, the Circulation areas contain an attractive modular Circulation Desk, and Express Check-out stations in the open public area, backed up by a combined enclosed Circulation and Interlibrary Loan Workroom in the non-public area. Patrons use the Express Check-out stations to check-out library materials by themselves. The Desk must be located so that it is one of the first service points that patrons see upon entering the Library. A fire and vandal proof Bookdrop Room with an exterior wall that has 4 outside slots enable patrons to return materials without entering the building. (Materials can also be returned inside the building at the Circulation Desk.) The Bookdrop Room is in or directly adjacent to the Circulation Workroom.

C. Public Area: Popular Library Collection and Seating

This open public area contains an Information Desk. Staff at this Desk provides information about the Library, and directs patrons to the services or collections they desire. The Desk is within easy access of the entry to the Lobby. In close proximity is display shelving for new books and very popular circulating materials including large print, paperbacks and video and audio media. This open area also contains display type shelving for the Friends of the Library's on-going booksale. The Popular Library is outfitted with reader seats, Online Public Access Catalog stations (OPACs), and lounge chairs. It also contains several multifunctional microcomputer stations, Optelec CCTV stations that magnify print for the partially blind, and a station with a Kurzweil machine that reads print for the blind. The Popular Library is a very attractive area in view of the Library entry. Its wide aisles encourage browsing.

D. Public Area: Young Adults

Young Adults' is located in a separate area or space visible from a service desk. This space is designed so that it is clearly for teen use. The Homework Center contains lounge chairs, 4-seater tables, individual tables or carrels, and several networked multifunctional microcomputer stations with the requisite number of chairs. Electrical and data connections enable teens to use the Library's multifunctional microcomputers, or their own laptops to access Alameda Unified School District high school databases, the Library's own databases or those to which it subscribes, and the World Wide Web.

E. Public/Non-Public Area: Periodicals Collection and Seating

Current, bound volume and some loose backfile periodicals collections are located in this open public area. This handsomely appointed space consists of 5-shelves high magazine display shelving, 3-shelves high flat shelving for newspapers, and 7-shelves high standard shelving for backfile periodicals including bound volumes. Seating consists of lounge chairs, and chairs at 4-seater tables with electrical and data connections. It also contains lockable Periodical Archives/Compact Shelving in view of the Reference Desk. Requested items must be paged to patrons by Reference staff.

F. Public/Non-Public Area: Reference

Located within the Library's open public area, the Reference Desk is the hub of Library Reference services. Often, this Desk is the first staffed service point a patron may seek when entering the Library. This modular and attractive Desk is located within easy access, and in view of the entry, or if it is located on the upper floor, in direct view of that floor's elevator and stairs.

Since Reference materials cannot be checked out of the Library, Reference requires at least 1 copier alcove containing 2 copiers in view of the Reference Desk. Also, space for an alcove with 2 copiers is located within view of the main Library entrance. Each alcove should also contain 1 centralized high speed printer for patron printing, and special staff print jobs. Also, each alcove should be in an easy to find location.

Reference features Quick Search. This is an open area near the Reference Desk containing OPACs in the form of networked multifunctional microcomputers. The microcomputers are located on counter height and standard height tables so that patrons may either stand-up or sit-down when using them.

Reference collection and Local History materials are located in the open area in easy access of the Reference Desk. Shelving is 5- and 3-shelves high. Both heights comply with Americans with Disabilities Act (ADA) guidelines. Since Reference materials can only be used in the Library, the area's reader's seats (at 4-seater tables) are placed in close juxtaposition to the bookstacks. This enables patrons to easily peruse the materials they have just taken off the shelves. Reference also contains the Career Center, where patrons peruse information about education and careers, and two study rooms for four people each.

In the non-public area, Reference staff's work areas consist of an enclosed office for the Head of Reference and an enclosed Reference Workroom. The office may be close to or actually in the Workroom.

G. Public Area: Computer Center

The Computer Center consists of two public spaces: Computer Commons and Computer Lab. The Computer Commons is in an open area. It provides patrons with a host of equipment dedicated stations or individual tables outfitted with networked multifunctional microcomputers. Here, patrons can access the Internet, online databases, and a variety of other electronic resources. The Commons is directly adjacent to Reference, and within direct line of sight of the Reference Desk. This enables help to be available to patrons by staff working at that Desk. The enclosed Computer Lab is located adjacent to Reference. It is used for computer training, and for similar Alameda Unified School District classes. It has the infrastructure capability for installing teleconferencing, distance learning, etc. equipment. The lab seats 21 people – two at each table -- in classroom style, and 1 instructor's desk. Each table is outfitted with 2 multifunctional microcomputers. The instructor's desk is adjacent to a smart podium that is linked to an overhead projector. The computer within the podium operates drives for floppy disks, zip disks, tapes, CDs, and DVDs, and can be used to magnify overhead projector foils; etc. It can also access a variety of online databases and the Internet.

H. Public Area: General Collection

This is the main collection for the Library, and the core retrospective for fiction and non-fiction. The collection is placed in the open public areas of the building in logical order. Fiction is located in close proximity to the Popular Library, while non-fiction, in close proximity to Reference. Seating consists of chairs at 4-seater tables, individual tables or carrels, and 3 multifunctional microcomputer stations. All tables are placed within the stack areas, adjacent to windows where feasible. The microcomputer stations should be placed in the stack areas, but away from the windows.

This space allocation also contains 2 enclosed Group Study Rooms for 6 people each, and an enclosed Quiet Study Room outfitted with individual tables and chairs for 16 people.

I. Public Area/Non-Public Area: Children's Services

Children's Services can be viewed as a Library within the Library as it contains nearly all the public services that are featured for young adults and adults in the rest of the Library. The gaily decorated open public area consists of the Children's Service Desk, Discovery Center, Preschool Reading and Play Area,

Story Hour and Craft Room, Parenting Area, Children's Collection, and Homework Center. The non-public area consists of the enclosed Children's Librarian's Office in or adjacent to the enclosed Children's Services Workroom.

The Children's Services Desk is located in full view of the entry to Children's Services. It is table height rather than counter height. This enables children to speak easily to the staff working at the Desk. The Discovery Center contains clusters of networked multifunctional microcomputers on intermediate tables and stand-up stations. These microcomputers provide on-line access to the children's catalog, other databases, and the Internet. They also enable children to listen/view tapes, CDs and DVDs. The Preschool Reading and Play Area is designed for the youngest children. Shelving contains picture books and easy readers. Seating consists of juvenile height tables and chairs, and an adult lounge chair. The space also has a toy bin. The copious Story Hour and Craft Room is located in close proximity to the Preschool Reading and Play Area. Here, children can listen to stories, see puppet shows, and work on crafts. It contains stacking chairs, and several folding tables. In addition, space is available for up to 75 children – or almost 3 school classes -- to sit on the floor and hear stories. In the Parenting Area, parents and children are encouraged to share books together. They can sit on the floor on pillows or share a loveseat together. The Children's Collection contains materials for children from infancy through the sixth grade. This collection is also designed for adults working with children. The Homework Center contains reader's seats at individual and 4-seater tables, lounge chairs, and technology seats outfitted with multifunctional microcomputers. These microcomputers are linked to Alameda Unified School District's elementary school databases, other online databases, and the Internet. The Homework Center is designed so that children can read, listen, view, study, and do homework with friends. The area is near the collection, and visible from the Children's Reference Desk.

J. Public Area: Family Literacy Center

This open public area consists of 2 Instruction Rooms for small literacy groups to study, and for children or teenagers to perform homework projects.

K. Public/Non-Public Area: Community Meeting Rooms

The Community Meeting Rooms' public area consists of the Meeting Room Lobby & Café, Multipurpose Meeting Room, and Meeting Room/Café Kitchen, while the non-public area contains a Storage Room. The Lobby & Café is accessible directly through a door that leads to Library parking. This enables the entire Community Meeting Rooms complex to function after Library hours. Besides acting as a lobby/café, the space also acts as a meeting/small reception area, and an exhibit area. Its small Café portion is outfitted with a few folding tables and stacking chairs. Food is displayed in cases, and a coffee cart provides liquid refreshments. Restrooms are in close proximity and available to the public whenever the Community Meeting Rooms are open.

The 150 seat enclosed Community Meeting Room is used for the many diverse programs that the Library has to offer. For example, it can be used for community programs, professional and public meetings, conferences, staff events, etc. It has the capability for teleconferencing, distance learning, etc. It can be divided in half by movable partitions for smaller programs, and classes. The Meeting Room/Café Kitchen is a galley kitchen enclosed either with folding doors or pull down gates. It contains a counter and sink, built-in stove, refrigerator, and dishwasher. The counter has cabinets above and below. The non-public enclosed Storage Room is used to store furniture and equipment.

L. Non-Public Area: Library Administration

This administrative suite is an enclosed space containing Secretary/Reception, Directors Office, Manager of Library Operations' Office, Conference Room/Staff Training Room (for 12 people with 8 additional stacking chairs), and a small Storage Room. All rooms have lockable doors. Although it is non-public, it must be easily accessible for visits by patrons, officials and other interested parties. It can be placed anywhere in the building, but the second floor is preferable.

M. Non-Public Area: Computer Support Services

Computer Support Services is made up of a secure, non-public two room suite. The first room is the Computer Room that supports computer services in the building, and the branches, and provides links to Alameda Unified School District's network. The second room is the Computer Support Storage Room that contains industrial shelving to house parts, tools, manuals, etc. The entire suite is near or adjacent to Technical Services, and cable and electrical closets.

N. Non-Public Area: Technical Services

This non-public suite contains the enclosed office for the Head of Technical Services; an open space for Acquisitions, Cataloging, Processing and Mail Work Area; and a Storage Room. The work consists of acquiring new materials for the Main Library and the branches, cataloging the materials for inclusion into the collection, and processing them so that they may be put on library shelves, and receiving/sorting the mail. Technical Services receives large and small deliveries, and sends periodicals to the bindery. It should be located in close juxtaposition or within easy access to the Delivery Area in the building.

O. Non-Public Area: Friends/Gifts Sorting Room

This enclosed room is used by the Friends of the Library to receive and sort books for the book sale. The Friends also have an on-going book sale on shelving located in the Popular Library. As the majority of the book sale items must be stored off-site, and, therefore, sent to off-site location, the Friends/Gifts Sorting Room should be adjacent to the building's Delivery Area.

P. Non-Public Area: Custodial Operations

Custodial Operations consist of a Delivery Area, Custodial Supplies Storage Room, and Cleaning Closets. The Delivery Area contains a Loading Dock, staff entry, and secure bike storage for staff who bicycle to work each day. These spaces are located to the rear of the building. The Loading Dock has its own driveway large enough to handle a tractor-trailer. A Cleaning Closet is located on each floor of the building.

Q. Non-Public Area: Staff Area

The Staff Area contains an enclosed room for staff members to eat lunch, take breaks, and relax. This room is not near or visible from the public areas. It is adjacent to staff male and female restrooms. These particular restrooms contain a shower for staff members who bicycle, jog, etc. to work. (Please note: at least 1 set of staff restrooms should be placed on each floor of the building.) Staff lockers are placed close to the staff entrance.

The staff area also contains an emergency room with cot and table in case a patron or staff member becomes ill. It is to be used while waiting for medical help.

R. Parking

At least 98 parking spaces are located on site and within 500 feet of this building.

5. SUMMARY OF FACILITY SPACE REQUIREMENTS

Rm. No.	Department Name	Room/Area Name	Room or Area NASF	Subtotal NASF
A. LOBBY				
1	Lobby	Building's Lobby	260	
A. Lobby Subtotal				260
B. CIRCULATION				
2	Circulation	Circulation Desk	406	
3	Circulation	Express Check-out	100	
4	Circulation	Circulation Workroom	567	
5	Circulation	Interlibrary Loan/Homebound Work Area	156	
6	Circulation	Bookdrop Room, Vandal and Fireproof	80	
B. Circulation Subtotal				1,309
C. POPULAR LIBRARY				
7	Popular Library	Popular Library Information Desk	78	
8	Popular Library	Popular Library Collection and Seating	2,034	
C. Popular Library Subtotal				2,112
D. YOUNG ADULTS				
9	Young Adults	Young Adults Collection	300	
10	Young Adults	Young Adults Homework Center	650	
C. Young Adults Subtotal				950
E. PERIODICALS				
11	Periodicals	Periodicals Collection and Seating	1,135	
12	Periodicals	Periodical Archives/Compact Shelving	350	
13	Periodicals	Microforms and Clipping Files	280	
E. Periodicals Subtotal				1,765
F. REFERENCE				
14	Reference	Reference Services Desk	246	
15	Reference	2 Copier/Printer Alcoves	324	
16	Reference	Quick Search	110	
17	Reference	Reference Collection and Seating	2,115	
18	Reference	Career Center	351	
19	Reference	2 Study Rooms	200	
20	Reference	Head of Reference Librarian Office	130	
21	Reference	Reference Workroom	452	
F. Reference Subtotal				3,928
G. COMPUTER CENTER				
22	Computer Center	Computer Commons Area	600	
23	Computer Center	Computer Lab.	740	
G. Computer Center Subtotal				1,340
H. GENERAL COLLECTION				
24	General Collection	General Collection and Seating	9,261	
25	General Collection	2 Group Study Rooms	400	
26	General Collection	Quiet Study Room	480	
H. General Collection Subtotal				10,141

I. CHILDREN'S SERVICES				
27	Children's Services	Children's Reference Desk	156	
28	Children's Services	Discovery Center (Computer Clusters) Area	360	
29	Children's Services	Preschool Reading and Play Area	1,149	
30	Children's Services	Story Hour and Craft Room	805	
31	Children's Services	Parenting Area	134	
32	Children's Services	Children's Collection	1,319	
33	Children's Services	Homework Center Area	780	
34	Children's Services	Children's Services Librarian's Office	130	
35	Children's Services	Children's Services Workroom	416	
I. Children's Services Subtotal				5,249
J. FAMILY LITERACY CENTER				
36	Family Literacy Center	2 Instruction Rooms	300	
J. Family Literacy Center Subtotal				300
K. COMMUNITY MEETING ROOMS				
37	Community Meeting Rooms	Meeting Room Lobby & Cafe	455	
38	Community Meeting Rooms	Community Meeting Room	1,720	
38	Community Meeting Rooms	Galley Kitchen	125	
40	Community Meeting Rooms	Storage Room	100	
K. Community Meeting Rooms Subtotal				2,400
L. LIBRARY ADMINISTRATION				
41	Library Administration	Secretary / Reception	338	
42	Library Administration	Director's Office	200	
43	Library Administration	Manager of Library Operation's Office	140	
44	Library Administration	Conference/Staff Training Room	380	
45	Library Administration	Storage Room	50	
L. Library Administration Subtotal				1,108
M. COMPUTER SUPPORT SERVICES				
46	Computer Support Services	Computer Room	264	
47	Computer Support Services	Computer Support Storage Room	238	
M. Computer Support Services Subtotal				502
N. TECHNICAL SERVICES				
48	Technical Services	Technical Services Librarian's Office	130	
49	Technical Services	Acquisition, Cataloging, and Processing Work Area	1,093	
50	Technical Services	Storage Room	400	
N. Technical Services Subtotal				1,623
O. FRIENDS OF THE LIBRARY				
51	Friends of the Library	Friends/Gifts Sorting Room	512	
O. Friends of the Library Subtotal				512
P. CUSTODIAL OPERATIONS				
52	Custodial Operations	Delivery Area	480	
53	Custodial Operations	Custodial Supplies Storage	205	
54	Custodial Operations	Cleaning Closets	N/A	
P. Custodial Operations Subtotal				685

Q. STAFF AREA				
55	Staff Area	Staff Lounge / Lunch Room	470	
56	Staff Area	Staff Restrooms, Lockers and Emergency Room	250	
Q. Staff Area Subtotal				720
LIBRARY TOTAL NASF				34,903
LIBRARY TOTAL GSF (net/gross ratio is 75%)				46,537

6. SPACE DESCRIPTIONS

A. LOBBY**1. Public Area: Building's Lobby**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Exterior automated sliding doors sufficient for disabled.	ext.autom doors	N/A	1	N/A
2	Security gate system w/electronic counter just inside entry to Library proper	sec.gate	50	1	50
3	Security alarm and cameras for the doors	security	N/A	1	N/A
4	Pedimat (carpet) with drains to collect rain -- just inside the exterior doors.	mat	10	2	20
5	Graphic map of Library, directional signs	map	N/A	1	N/A
6	Built-in Display cases	bd.case	50	2	100
7	Electronic Kiosk 4-sided (library information and flyers)	kiosk	60	1	60
8	Water fountain (outside security gate)	fountain	10	1	10
9	Telephone, pay (outside security gate)	phone	10	2	20
Subtotal Net Assignable Square Feet					260
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Wiring for security gates, doors			by manuf.	
2	Duplex electrical receptacles for exhibits, kiosks for library information, scanners			to be determined	
3	High speed multimedia data connections and/or wireless system (for exhibits and security system)			to be determined	

OCCUPANCY BY STAFF AND PATRONS: Staff: 0 Patrons: 0 (Staff and patrons passing through)

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: The public entry point into the building.

SPATIAL RELATIONSHIPS: Security gates just inside the Library proper. Patrons pass through the gates when entering and leaving Library. Just inside Library, patrons have line of sight to elevators and stairs.

FLEXIBILITY AND EXPANDABILITY: None

FENESTRATION: Exterior windows.

SPACE FINISHES: Stone or ceramic tiled floor, paint wall surfaces, acoustical tile ceiling.

ACCESS FOR THE DISABLED: Exterior automated doors; Outside ramp to exterior entry door if required.

ACOUSTICS: Acoustical ceiling.

ENVIRONMENTAL CONDITIONS (HVAC): As required for Building's Lobby.

ILLUMINATION: Natural and/or artificial light during daylight. 300-400 lux after dark.

SECURITY REQUIREMENTS: Security cameras and door alarms. Security gate system just inside Library proper. Consider electronic keycard for all interior doors.

VISUAL SUPERVISION: from the Circulation Desk.

SIGNS: Exterior sign "Alameda Free Library". Graphic Map of the Library interior.

B. CIRCULATION**2. Public/Non-public Area: Circulation Desk**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Service desk counter section (39"-40"h) w/knee hole, shelves, drawers and articulated keyboard support underneath (Check-out)	h-counter section	60	1	60
2	Service desk counter section (39"-40"h) w/knee hole, shelves, drawers and articulated keyboard support underneath (Check-in)	h-counter section	60	1	60
3	Service desk counter section (30"-32"h) w/knee hole, shelves and drawers underneath (Provide knee space outside)	l-counter section	60	1	60
4	Shelving, 7 shelves h, 12"d for reserves and book sorting	l.ft.	0.5	62	31
5	High stool, swivel, posture with casters	s-stool	N/A	2	N/A
6	Chair, swivel castered, adjustable height, posture	s-chair	N/A	1	
7	Book trucks	b.truck	5	3	15
8	Circulation area in front of the desk	area	180	1	180
9	Staff multifunctional computers (with bar code reader)	s-comput	N/A	3	N/A
10	Receipt printer, networked	r-printer	N/A	3	N/A
11	Telephone	telephone	N/A	3	N/A
12	Fire alarm control box	alarm box	N/A	1	N/A
Net Assignable Square Feet Subtotal					406
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacles (4 per workstation)			12	
2	High speed multimedia data connections (2 per workstation)			6	
3	Telephone outlet			3	

OCCUPANCY BY STAFF AND PATRONS: Staff 3; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None

FUNCTIONAL ACTIVITY DESCRIPTION: A major service point. Staff at the Desk maintains surveillance over the entry/exit, and performs the following: check-out and check-in library materials, and registration. Shelving is primarily used for sorting, and holding Reserve and Interlibrary materials for pick-up by patrons.

SPATIAL RELATIONSHIPS: In sight of and with good control of entry/exit, security gates and Express Check-out stations. Located in front of Circulation Workroom.

FLEXIBILITY AND EXPANDABILITY: Modular Desk for flexibility; in future, Desk may become smaller should more Express Check-out stations be installed.

FENESTRATION: None

SPACE FINISHES: Carpeting in patron area in front of Desk. Cushioned carpeting behind Desk. Acoustical tile ceiling.

ACCESS FOR THE DISABLED: 1 counter with w/ free knee space outside and 30-32" high.

ACOUSTICS: Carpeting and acoustical ceiling tile.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at Desk countertop; 300 lux at shelving. Task lights as required.

SECURITY REQUIREMENTS: All drawers, doors lockable. Location of fire alarm security box.

VISUAL SUPERVISION: from the Circulation Workroom.

SIGNS: Hanging sign: "Circulation Desk"; Desk signs: "Check-out"; "Check-in"; "Registration"

B. CIRCULATION (Continued)**3. Public Area: Express Check-Out**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, self check-out furniture station	co-station	50	2	100
2	Computer, self check-out, networked	co-comp	N/A	2	N/A
Net Assignable Square Feet Subtotal					100
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Electrical hard wiring for self check-out			2	
2	High speed multimedia data connections			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 2**TYPE AND SIZE OF COLLECTIONS:** None**FUNCTIONAL ACTIVITY DESCRIPTION:** Patrons check-out library materials by themselves.**SPATIAL RELATIONSHIPS:** In sight of and with good control by staff at Circulation Desk.**FLEXIBILITY AND EXPANDABILITY:** Number of stations may expand in the future. Stations are moveable.**FENESTRATION:** None**SPACE FINISHES:** floor: carpeting; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Stations accessible for the disabled.**ACOUSTICS:** Carpeting and acoustical ceiling.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux at stations.**SECURITY REQUIREMENTS:** None**VISUAL SUPERVISION:** from the Circulation Desk.**SIGNS:** Hanging sign: "Express Check-out"

B. CIRCULATION (continued)**4. Non-Public Area: Circulation Workroom**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped technician furniture workstation containing: 1 file/box pedestal, shelving bins above	t-wrkst	65	3	195
2	L-shaped Supervisor furniture workstation containing: 1 file/box pedestal, shelving bins above	l-wrkst	65	1	65
3	Shelving 7 shelves h, 10"d, for sorting	l.ft.	0.5	150	75
4	Counter, 39"h w/sink, cabinets below and above	counter	60	1	60
5	Table, work	w-table	60	1	60
6	Chair, swivel castered, adustable height, posture,	s-chair	N/A	4	N/A
7	High stool, swivel, posture with casters	s-stool	N/A	1	N/A
8	Book trucks and display book trucks	b.truck	5	10	50
9	Supply cabinet	s-cabinet	12	1	12
10	Storage room/area	stor.rm.	50	1	50
11	Staff multifunctional microcomputer, networked (with bar code scanners)	s-comput	N/A	3	N/A
12	Printer, networked	printer	N/A	1	N/A
13	Telephone	telephone	N/A	2	N/A
Net Assignable Square Feet Subtotal					567
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (4 per workstation)			8	
2	High speed multimedia data connections (2 per workstation)			4	
3	Duplex electric receptacles (3 for the counter)			3	
4	High speed multimedia data connections (2 for counter)			2	
5	Telephone outlet			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 4; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** Returned circulating collection for check-in and sorting.**FUNCTIONAL ACTIVITY DESCRIPTION:** Circulation staff perform off-desk functions.**SPATIAL RELATIONSHIPS:** Behind the Circulation Desk with an interior window (with blinds) to the Desk.**FLEXIBILITY AND EXPANDABILITY:** None**FENESTRATION:** Exterior windows.**SPACE FINISHES:** floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at desk and table top; 300 lux at shelving. Task lights as required.**SECURITY REQUIREMENTS:** All doors, drawers lockable. Consider electronic keycards.**VISUAL SUPERVISION:** From the Circulation Desk.**SIGNS:** Door from Circulation Desk: "Staff Only".

B. CIRCULATION (continued)**5. Non-Public Area: InterLibrary Loan/Homebound Work Area**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped Librarian furniture workstation containing: 1 file/box pedestal, shelving bins above	l-wrkst	85	1	85
2	Counter 39" h, w/knee hole, cabinets above and below	counter	40	1	40
3	High stool, swivel, posture with casters	s-stool	N/A	1	N/A
4	Chair, swivel castered, adustable height, posture,	s-chair	N/A	1	N/A
5	Shelving, 7 shelves h, 12"d, wall hung	l.ft.	0.5	42	21
6	Book truck	b.truck	5	2	10
7	Staff multifunctional microcomputer, networked (with bar code scanner)	s-comput	N/A	1	N/A
8	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					156
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (4 per workstation)			4	
2	High speed multimedia data connections (2 per workstation)			2	
3	Duplex electric receptacles for the counter			3	
4	High speed multimedia data connections for counter			2	
5	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 2; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Materials to be sent to or just delivered from other libraries.

Homebound materials also located here.

FUNCTIONAL ACTIVITY DESCRIPTION: Borrowing from and lending materials to other libraries via OCLC, etc. Deliveries to homebound persons.

SPATIAL RELATIONSHIPS: This is not a separate room. Combine with Circulation Workroom

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Extirior window

SPACE FINISHES: floor: carpeting; walls: painted: ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at desk and table top; 300 lux at shelving. Task lights as required.

SECURITY REQUIREMENTS: All cabinet doors, drawers lockable.

VISUAL SUPERVISION: from the Circulation Desk.

SIGNS: None.

B. CIRCULATION (continued)**6. Public Area: Bookdrop Room, Vandal and Fireproof**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Depressible booktruck	bd.truck	20	4	80
2	Book drop slots in exterior wall (1 for adult books, 1 for children's books, 1 for media, and 1 for CD's and DVD's)	bk.slot	N/A	4	N/A
Net Assignable Square Feet Subtotal					80
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
	Slots or chutes to contain check-in devices: provide electrical receptacles and high speed multimedia data connections.			by manuf.	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Materials returned by patrons.

FUNCTIONAL ACTIVITY DESCRIPTION: Receives materials returned by patrons through exterior wall slots. Room is vandal and fireproof.

SPATIAL RELATIONSHIPS: Adjacent to or within Circulation Workroom. Outside slots convenient to patrons who wish to return books or media. Exterior wall with slots should be located near driveway.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None

SPACE FINISHES: All fireproof finish materials.

ACCESS FOR THE DISABLED: N/A

ACOUSTICS: 1 Hour rated doorframe and door to interior.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 1 overhead light.

SECURITY REQUIREMENTS: Door and slots lockable.

VISUAL SUPERVISION: From Circulation Workroom.

SIGNS: Exterior wall sign: "Library Materials Return" Exterior slot signs: "Adult Books"; Children's Books; "Media"; CD's & DVD's.

C. POPULAR LIBRARY**7. Public Area: Popular Library Information Desk**

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Service desk counter section (30"-32"h) w/knee hole, shelves and drawers underneath.	l-counter section	60	1	60
2	Shelving 3 shelves h, 12"d	l. ft.	1	18	18
3	Chair, swivel castered, adustable height, posture,	s-chair	N/A	1	N/A
4	Staff multifunctional microcomputer, networked	s-comput	N/A	1	N/A
5	Printer, networked	printer	N/A	1	N/A
6	Telephone	telephone	N/A	1	N/A
Subtotal					78
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacles (2 per station)			2	
2	High speed multimedia data connectors (1 per station)			1	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Ready reference. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: The Staff at this Desk provides help in finding Popular Library materials

SPATIAL RELATIONSHIPS: The Desk should be within easy access of the entry to the Lobby.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at Desk countertop.

SECURITY REQUIREMENTS: Lockable drawers, doors and cabinets.

VISUAL SUPERVISION: Staff at Desk performs supervision of other areas.

SIGNS: Hanging sign: "Information Desk".

C. POPULAR LIBRARY (continued)**8. Public Area: Popular Library Collection and Seating**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 10"d display type for New Books	l.ft.	1	290	290
2	Shelving, 5 shelves h, 10"d for Large Print	l.ft.	0.7	687	481
3	Shelving, 5 shelves h, 8"d display type for Paperbacks	l.ft.	0.7	133	93
4	Paperback Spinners	spinner	25	1	25
5	Shelving, 5 shelves h, 8"d display type for Audio Visuals (DVD's, CD's, Audio/Video Tapes, Audio Books)	l.ft.	0.5	789	395
6	Shelving, 5 shelves h, 10"d display type for Friends on-going book sale	l.ft.	0.7	100	70
7	Individual table with electrical and data connections for Listening/Viewing station, Optelec, and Kurzweil	e-table	30	7	210
8	Table 4'x6', 4-seater with electrical and data connections	4-table	100	2	200
9	OPAC station, stand-up	OPAC stand-up st.	10	2	20
10	Reading chairs	r-chair	N/A	20	N/A
11	Lounge chairs	l-chair	15	14	210
12	Occasional table	o-table	10	4	40
13	Optelec CCTV	optelec	N/A	2	N/A
14	Table or Floor lamps	t-lamp	N/A	4	N/A
15	Multifunctional microcomputers, thin client	t-comput	N/A	4	N/A
16	Multifunctional microcomputers, quick check	q-comput	N/A	2	N/A
17	Kurzweil	kurzweil	N/A	1	N/A
Net Assignable Square Feet Subtotal					2,034
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Integral lighting for display shelving; specialty lighting for booksale display			to be determined	
2	Duplex electrical receptacle (2 per 4 seater table)			4	
3	High speed multimedia data connections (2 per 4 seater table) -- or wireless			4	
4	1 duplex electrical receptacle per individual table and OPAC station			9	
5	1 high speed multimedia data connections per listening/viewing and OPAC station -- or wireless			9	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 22

TYPE AND SIZE OF COLLECTIONS: New books; large print; paperbacks; CDs, DVDs, tapes, etc. Linear feet for each collection -- see above

FUNCTIONAL ACTIVITY DESCRIPTION: Location of very popular circulating materials; also, Friends book sale displays.

SPATIAL RELATIONSHIPS: Near Library's main entry.

FLEXIBILITY AND EXPANDABILITY: Flexible space; future expansion possibilities.

FENESTRATION: Exterior windows.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: accessible.

C. POPULAR LIBRARY (continued)

8. Public Area: Popular Library Collection and Seating (continued)

ACOUSTICS: Acoustical ceiling tile, and carpeting

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH

ILLUMINATION: special lighting for display shelving; 300 lux at shelving; 500 lux at table top.

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From Circulation Desk.

SIGNS: Hanging sign: "Popular Library"; smaller signs: "Listening and Viewing"; "Videos, CDs, DVDs" (1 sign); "New Books" "Books-on-Tape"; "Large Print". End panel signs as required.

D. YOUNG ADULTS**9. Public Area: Young Adults Collection**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 12"d display type with storage/flat shelves underneath for Current Magazines	l.ft.	1	24	24
2	Shelving, 5 shelves h, 10"d, Young Adult Collection	l.ft.	0.7	358	251
3	Paperback Spinners	spinner	25	1	25
4	Display cases, glazed and lockable, wall hung	wd-case	N/A	1	N/A
Net Assignable Square Feet Subtotal					300
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacle			as per code	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: New books, and books, media and other materials of interest to Young Adults, including Alameda Unified School District textbooks. Linear feet for each collection -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: Location of popular and Reference materials geared to young adults. Also, text books and materials for school projects.

SPATIAL RELATIONSHIPS: Directly adjacent to Popular Library, and Y.A. Homework Center.

FLEXIBILITY AND EXPANDABILITY: Flexible space, future expansion possibilities.

FENESTRATION: Exterior windows if possible.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: special lighting at display shelving; 300 lux at shelving.

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From Circulation Desk.

SIGNS: Hanging sign: "Young Adults". End panel signs as required.

D. YOUNG ADULTS (continued)**10. Public Area: Young Adults Homework Center**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Lounge chairs	l-chair	15	4	60
2	Occasional table	o-table	10	1	10
3	4-seater Table 4'x 6' with electrical and data connections	4-table	100	4	400
4	Individual table or carrel with electrical and data connections	e-table	30	6	180
5	Reading chairs	r-chair	N/A	22	N/A
6	Printer, networked	printer	N/A	1	N/A
7	Multifunctional computers, public access PC	p-comput	N/A	2	N/A
8	Multifunctional computers, thin client	t-comput	N/A	2	N/A
Net Assignable Square Feet Subtotal					650
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacle per (2 per 4 seater table)			8	
2	Duplex electrical receptacle per (1 per individual table)			6	
3	High speed multimedia data connections (2 per 4 seater table) - or wireless (include Internet access for laptops)			8	
4	High speed multimedia data connections (1 per individual table) - or wireless (include Internet access for laptops)			6	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 28**TYPE AND SIZE OF COLLECTIONS:** None**FUNCTIONAL ACTIVITY DESCRIPTION:** A place for teens to perform homework tasks.**SPATIAL RELATIONSHIPS:** Adjacent to Young Adult collection.**FLEXIBILITY AND EXPANDABILITY:** Flexible space. Future space expansion possibilities.**FENESTRATION:** Exterior windows if possible.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at table top, non-glare lighting.**SECURITY REQUIREMENTS:** None**VISUAL SUPERVISION:** From Service Desk.**SIGNS:** Smaller hanging or directional sign: "Homework Center"**NOTE:** The network will provide a direct connection to Alameda Unified School District's databases for homework purposes.

E. PERIODICALS**11. Public Area: Periodicals Collection and Seating**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 12"d display type with storage/flat shelves underneath	l.ft.	1	275	275
2	Shelving, Newspapers, 3 shelves h, 15"d flat shelves	l.ft.	1	40	40
3	Shelving, 7 shelves h, 12"d for backfile periodicals including bound volumes	l.ft.	0.7	400	280
4	4-seater Table 4'x 6' with electrical and data connections	4-table	100	4	400
5	Lounge chairs	l-chair	15	8	120
6	Occasional table	o-table	10	2	20
7	Reading chairs	r-chair	N/A	16	N/A
Net Assignable Square Feet Subtotal					1,135
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacle per (2 per 4 seater table)			8	
2	High speed multimedia data connections (2 per 4 seater table) -- or wireless			8	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 24

TYPE AND SIZE OF COLLECTIONS: Current, bound and loose backfile periodicals. Linear feet for each collection -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: Patrons can study and relax while reading magazines and newspapers.

SPATIAL RELATIONSHIPS: In view of Reference Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space. Future space expansion possibilities.

FENESTRATION: Exterior windows if possible.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: Minimum 300 lux at shelving; 500 lux at table top.

SECURITY REQUIREMENTS: None

VISUAL SUPERVISION: From Reference Desk.

SIGNS: Hanging sign: Periodicals. End panel, and display shelving signs as required.

E. PERIODICALS**12. Non-Public Area: Periodical Archives/Compact Shelving**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 7 shelves h, 12"d	l.ft.	0.5	700	350
Net Assignable Square Feet Subtotal					350
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
	None				

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Valuable documents and items. For linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: A place to store valuable or specialized items, and Periodical Backfiles.

SPATIAL RELATIONSHIPS: Door in view of Reference Desk.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None.

SPACE FINISHES: Floor: resilient tile; walls: painted; ceiling: painted.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: none

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux at shelving. Accessible light switch (to turn off light when room not in use).

SECURITY REQUIREMENTS: Lockable compact shelving. Consider an electronic key card.

VISUAL SUPERVISION: None.

SIGNS: Door sign: "Staff Only".

E. PERIODICALS (continued)**13. Public Area: Microforms and Clipping Files**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Microform reader/printer on their own console	reader/pr	25	2	50
2	Microfilm cabinet, 10 drawers	micr.cab.	10	10	100
3	File cabinets, 5 drawers, vertical for Alameda clipping collection	vf.cab.	10	5	50
4	File cabinets, 5 drawers, vertical for map and picture clipping collection	vf.cab.	10	8	80
5	Reading chairs	r-chair	N/A	2	N/A
Net Assignable Square Feet Subtotal					280
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	1 duplex electrical receptacle per reader/printer			6	
2	High speed multimedia data connections per reader/printer -- or wireless			6	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 4

TYPE AND SIZE OF COLLECTIONS: Microform and clipping file collections. For number of cabinets -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: A place to store microfilm and clipping files and where patrons may use them. (When clipping files are accessible online, they will be discarded.)

SPATIAL RELATIONSHIPS: Close to and in view of Reference Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space. Future contraction possibilities.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: Indirect lighting; 300 lux.

SECURITY REQUIREMENTS: Lockable cabinets.

VISUAL SUPERVISION: From Reference Desk.

SIGNS: Hanging sign: "Microforms".

NOTE: 300 pounds/per sq. ft. live load for microform cabinets.

F. REFERENCE**14. Public Area: Reference Services Desk**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Counter section workstation (30"-32"h) w/knee hole, shelves and drawers underneath.	l-counter section	60	2	120
2	Shelving, 3 shelves h, 12"d for ready reference	l.ft.	1	126	126
3	Chair, swivel castered, adustable height, posture,	s-chair	N/A	2	N/A
4	Staff multifunctional microcomputer, networked	s-comput	N/A	2	N/A
5	Printer, networked	printer	N/A	1	N/A
6	Telephone	telephone	N/A	2	N/A
Net Assignable Square Feet Subtotal					246
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacles (2 per station)			4	
2	High speed multimedia data connections (1 per station)			2	
3	Telephone outlets			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 2; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Ready reference. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: The hub of Library Reference services. Staff provides assistance and instruction in the use of the Library and its materials.

SPATIAL RELATIONSHIPS: The Desk should be within easy access of the entry to the Lobby, or, if on the second floor, in direct view of the elevator and stairs. Within Reference, the Desk should be centrally located with good supervision of the entire area.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: Indirect Lighting. 500 lux at Desk countertop.

SECURITY REQUIREMENTS: Lockable drawers, doors and cabinets.

VISUAL SUPERVISION: Staff at Desk performs supervision of other areas.

SIGNS: Hanging sign: "Reference Desk".

F. REFERENCE**15. Public Area: 2 Copier/Printer Alcoves**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Copier, coin or smartcard operated	s-copier	50	2	100
2	Coin/smart card machine, wall mounted	machine	N/A	1	N/A
3	Printer, centralized high speed	c-printer	10	1	10
4	Supply cabinet, lockable for toner, paper, etc.	s-cabinet	12	1	12
5	Counter for sorting (w/ stapler and hole punch), and 1 shelf above	counter	40	1	40
Net Assignable Square Feet Subtotal for one alcove					162
Net Assignable Square Feet Subtotal for two alcoves (1 on each floor of bldg.)					324
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Heavy duty duplex electric receptacles			2	
2	High speed multimedia data connections			2	

OCCUPANCY BY STAFF AND PATRONS: Staff or Patrons 2**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** These copiers are used by patrons and staff to copy library materials. The copiers are connected to the network and can be used as high speed printers/scanners.**SPATIAL RELATIONSHIPS:** One copier alcove on each floor of the building; one copier alcove in view of the main Library entry, the other - within the view of Reference Desk.**FLEXIBILITY AND EXPANDABILITY:** None**FENESTRATION:** None**SPACE FINISHES:** Floor: carpeting; walls: painted; 1 window wall; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling tile, and carpeting**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux.**SECURITY REQUIREMENTS:** Lockable cabinets.**VISUAL SUPERVISION:** One alcove in view of the Circulation Desk; one alcove in view of the Reference Desk.**SIGNS:** Hanging or large wall sign: "Copiers".

F. REFERENCE (continued)**16. Public Area: Quick Search**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	OPAC station, stand-up	OPAC st-up st.	10	5	50
2	Individual table with electrical and data connections for OPAC station	e-table	30	2	60
3	Reading chairs	r-chair	N/A	2	N/A
4	Multifunctional microcomputers, quick check	q-comput	N/A	5	N/A
Net Assignable Square Feet Subtotal					110
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	1 duplex electrical receptacle per station			8	
2	1 high speed multimedia data connections per station			8	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 12

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Online access to the catalog and other databases.

SPATIAL RELATIONSHIPS: In close proximity to the Reference Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux, indirect lighting.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Reference Desk.

SIGNS: Hanging sign: "Library Catalog".

F. REFERENCE (continued)**17. Public Area: Reference Collection and Seating**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Reference shelving, 5 shelves h, 12"d complete with pull-out shelves	l.ft.	0.7	617	432
2	Reference shelving, 3 shelves h, 12"d	l.ft.	1	417	417
3	Shelving, 5 shelves h, 12"d w/some display shelves for Local History	l.ft.	0.7	700	490
4	Display Cases (Local History), glazed and locable, table type	td-case	20	2	40
5	Atlas stand	a-stand	10	1	10
6	Dictionary stand	d-stand	10	1	10
7	File cabinets (Road Maps, Health, etc.) 5-drawers, vertical	vf.cab	10	2	20
8	Map, flat file cabinets	map case	24	4	96
9	Table 4'x 6' 4-seater with electrical and data connections	4-table	100	6	600
10	Reading chairs	r-chair	N/A	24	N/A
Net Assignable Square Feet Subtotal					2,115
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	4 Duplex electrical receptacle per column in shelving area			as required	
2	4 high speed multimedia data connections per column in shelving area -- or wireless			as required	
3	Duplex electrical receptacle per (2 per 4 seater table)			12	
4	High speed multimedia data connections (2 per 4 seater table) - or wireless			12	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 24

TYPE AND SIZE OF COLLECTIONS: Reference and Local History collections. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: The area contains Reference, Reference Support and Local History collections. These collections cannot be checked out. The area also contains patron seating.

SPATIAL RELATIONSHIPS: Close to and in view of Reference Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Exterior windows.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux at shelving. 500 lux at table top.

SECURITY REQUIREMENTS: Lockable display cases.

VISUAL SUPERVISION: From Reference Desk.

SIGNS: Hanging signs: "Reference Collection", "Local History Collection". End panel signs as required.

F. REFERENCE (continued)**18. Public Area: Career Center**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, career, 5 shelves h, 12"d complete with pull-out reference shelves and tackable end panels (bulletin board space)	l. ft.	0.7	164	115
2	Shelving, 5 shelves h, 10"d, display type	l.ft.	1	36	36
3	Table 4'x 6' , 4 seater, with electrical and data connections	4-table	100	2	200
4	Reading chairs	r-chair	N/A	8	N/A
5	Multifunctional microcomputer, thin client	t-comput	N/A	2	N/A
Net Assignable Square Feet Subtotal					351
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacle per (2 per 4 seater table)			4	
2	High speed multimedia data connections (2 per 4 seater table) - or wireless			4	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 8

TYPE AND SIZE OF COLLECTIONS: Catalogs, information about careers, etc. For linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: Materials concerning colleges, careers, employment, etc., and patron seating.

SPATIAL RELATIONSHIPS: Close to the Computer Center, and in view of the Reference Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Exterior windows if feasible

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux at stacks. 500 lux at table top.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Reference Desk.

SIGNS: Hanging signs: "Career Center". End panel signs as required.

F. REFERENCE (continued)**19. Public Area: 2 Study Rooms**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table 4'x 6' , 4 seater, with electrical and data connections	4-table	100	1	100
2	Reading chairs	r-chair	N/A	4	N/A
3	PA System Speaker	PA spkr	N/A	1	N/A
Net Assignable Square Feet Subtotal for one Room					100
Net Assignable Square Feet Subtotal for 2 Rooms					200
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	4 duplex electrical receptacle per table/room			8	
2	4 high speed multimedia data connections per table/room - or wireless (include Internet connections for laptops)			8	
3	PA system outlet (1 per room)			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 4/room

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: For small groups to study.

SPATIAL RELATIONSHIPS: Close to the general collection.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: 1/2 glass window wall to Library interior. No blinds/shades. Lockable door. Consider electronic key card.

VISUAL SUPERVISION: Via 1/2 glass window wall to interior of Library.

SIGNS: Door sign: "Study Room".

F. REFERENCE (continued)**20. Non-Public Area: Head of Reference Librarian Office**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-Shaped furniture workstation	station	60	1	60
2	Chair, swivel castered, adustable height, posture,	s-chair	N/A	1	N/A
3	Cabinet, file, lateral 4 drawer	lf-cab4	10	1	10
4	Shelving, 7 shelves h, 12"d, wall hung	l.ft.	0.5	20	10
5	Round Conference table 4' dia	c-table	50	1	50
6	Guest chair	g-chair	N/A	4	N/A
7	Staff multifunctional microcomputer, networked	s-comput	N/A	1	N/A
8	Printer, direct	d-printer	N/A	1	N/A
9	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					130
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Office for Head of Reference**SPATIAL RELATIONSHIPS:** Close to or actually in the Reference Workroom.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window; interior window to Workroom or to public area.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at desk top. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door, drawers and cabinets. Consider electronic key card.**VISUAL SUPERVISION:** From Reference Workroom.**SIGNS:** Door sign: "Head of Reference".

F. REFERENCE (continued)**21. Non-Public Area: Reference Workroom**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped Librarian furniture workstation containing: 1 file/box pedestal, shelving bins above	l-wrkst	85	4	340
2	Chair, swivel castered, adustable height, posture,	s-chair	N/A	4	N/A
3	File cabinets, 5 drawer lateral	lf-cab5	10	1	10
4	Shelving, 7 shelves h, 10"d	l.ft.	0.5	84	42
5	Table, work	w-table	60	1	60
6	Staff multifunctional microcomputer, networked	s-comput	N/A	4	N/A
7	Printer (fax/scanner), networked	fs-printer	N/A	1	N/A
8	Telephone	telephone	N/A	4	N/A
Net Assignable Square Feet Subtotal					452
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (4 per workstation)			16	
2	High speed multimedia data connections (2 per workstation)			8	
3	Telephone outlets			4	

OCCUPANCY BY STAFF AND PATRONS: Staff 4; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Work supporting the Reference function.**SPATIAL RELATIONSHIPS:** Does not have to be in close proximity to Reference Service Desk.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior windows.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at desk and table top. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door. Consider electronic key card.**VISUAL SUPERVISION:** From Head of Reference Workroom.**SIGNS:** Door sign: "Reference Workroom".

G.COMPUTER CENTER**22. Public Area: Computer Commons Area**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, individual table or carrel with electrical and data connections	e-table	30	20	600
2	Chair, swivel castered	ps-chair	N/A	20	N/A
3	Multifunctional microcomputers, public access PC	p-comput	N/A	10	N/A
3	Multifunctional microcomputers, thin client	t-comput	N/A	10	N/A
Net Assignable Square Feet Subtotal					600
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	1 duplex electrical receptacle per station			20	
2	1 high speed multimedia data connections per station -- or wireless (include Internet access for laptops)			20	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 20

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Online access to databases, and the Internet

SPATIAL RELATIONSHIPS: Within Reference, and with good visibility from the Reference Desk. Patron stations to be grouped.

FLEXIBILITY AND EXPANDABILITY: Flexible and expandable space.

FENESTRATION: None

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Minimum 30% equipment dedicated stations accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.; separate air conditioning controls.

ILLUMINATION: Indirect lighting; 300 lux at table top; dimmer switches.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Reference Desk

SIGNS: Hanging sign: "Computer Commons".

G.COMPUTER CENTER (continued)**23. Public Area: Computer Lab.**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, 2-person table (wired for electrical and data) for study or equipment	2-table	60	10	600
2	Smart podium/w CPU, drives for CD, tapes, etc., connected to overhead projection unit; also connected to the library network -- at front for instructor	podium	10	1	10
3	Instructor's desk	desk	30	1	30
4	Chair, swivel with casters	ps-chair	N/A	21	N/A
5	Additional space at instructors desk	area	1	100	100
6	Overhead projection unit controlled at podium; CPU to control its own audio/video setup with drives for computer floppies, video tapes, CD-ROM's, audio cassettes, overhead foils, 35 and 16mm film, etc. and sound system control.	overhead projection unit	N/A	1	N/A
7	Security alarm and cameras for the doors	security	N/A	1	N/A
8	Screen/White Board combination, large size - also connected to the network (to download and/or print material written on the white board)	Screen/white board	N/A	1	N/A
9	Multifunctional microcomputer, thin client	t-comput	N/A	21	N/A
10	Printer (scanning/fax capabilities), networked	fs-printer	N/A	1	N/A
11	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					740
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Lighting circuits segmented with separate switches and dimmers controls; controls at the door and near instructor at the front.			2	
2	1 duplex electrical receptacle per microcomputer			20	
3	1 high speed multimedia data connections per microcomputer			20	
4	Duplex electrical receptacles at the instructor's desk			2	
5	High speed data connections for smart podium and peripherals; also for overhead projection unit, screen/white board, alarm			as requir.	
6	Electrical receptacles for over head projection unit, screen/white board, alarm			as requir.	
7	Telephone outlet			1	
8	Satellite/cable TV outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 20**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Computer training and for similar Alameda Unified School District classes. Provide capability for future teleconferencing, distance learning, etc.**SPATIAL RELATIONSHIPS:** Adjacent to Reference

G.COMPUTER CENTER (continued)**23. Public Area: Computer Lab. (continued)**

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Interior window with blinds.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Minimum 30% equipment dedicated stations accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH; separate controls.

ILLUMINATION: Indirect lighting; 500 lux at desk and table top; dimmer switches.

SECURITY REQUIREMENTS: All doors, drawers, lockable. Consider electronic key card.

VISUAL SUPERVISION: From Reference Desk. Interior 1/2 glass wall and window in the door.

SIGNS: Door sign: "Computer Lab."

H. GENERAL COLLECTION**24. Public Area: General Collection and Seating**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 7 shelves high and various depth for: Fiction, Mysteries, Science Fiction, Western - 10"d Non-Fiction - 10"d Non-Fiction - 15"d Foreign Languages - 10"d	l.ft. l.ft. l.ft. l.ft.	0.7 0.7 0.7 0.7	2,926 7,150 330 896	2,048 5,005 231 627
2	OPAC station, stand-up	OPAC st-up st.	10	3	30
3	Table 4'x 6', 4 seater, with electrical and data connections	4-table	100	6	600
4	Individual table or carrel with electrical and data connections	e-table	30	24	720
5	Reading chairs	r-chair	N/A	48	N/A
6	Multifunctional microcomputers, quick check	q-comput	N/A	3	N/A
Net Assignable Square Feet Subtotal					9,261
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	4 Duplex electrical receptacles per column in shelving area			as required	
2	4 High speed multimedia data connections per column in shelving area -- or wireless			as required	
3	Duplex electrical receptacle per (2 per 4 seater table)			12	
4	1 duplex electrical receptacle per OPAC station			3	
5	1 high speed multimedia data connections per OPAC station			3	
6	Duplex electrical receptacle per (1 per individual table)			24	
7	High speed multimedia data connections (2 per 4 seater table) -- or wireless (Include Internet connections for laptops)			12	
8	High speed multimedia data connections (1 per individual table) -- or wireless (Include Internet connections for laptops)			24	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 48

TYPE AND SIZE OF COLLECTIONS: The main collection for the Library and core retrospective for fiction and non-fiction. For number of linear feet for each collection -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: General collection shelving, and reading/study areas.

SPATIAL RELATIONSHIPS: Placed in logical order throughout the building. Fiction placed in close proximity to the Popular Library, possibly on the first floor. Non-fiction should be placed close to Reference. Seating should be placed within the stack areas, adjacent to windows where feasible.

FLEXIBILITY AND EXPANDABILITY: Flexible and expandable space.

FENESTRATION: Exterior windows for patron seating areas.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible stack aisles. All patron seats accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

H. GENERAL COLLECTION (continued)

24. Public Area: General Collection and Seating (continued)

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top; 300 lux at shelving.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Reference Desk

SIGNS: Hanging signs: "Fiction"; "Non-Fiction", "Foreign Languages". End panel signs on either side of ranges as required.

H. GENERAL COLLECTION (continued)**25. Public Area: 2 Group Study Rooms**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, conference, 6-person table	6-table	200	1	200
2	Reading chairs	r-chair	N/A	6	N/A
3	PA System Speaker	PA spkr	N/A	1	N/A
Net Assignable Square Feet Subtotal for one Room					200
Net Assignable Square Feet Subtotal for 2 Rooms					400
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	6 duplex electrical receptacle per table/room			12	
2	6 high speed multimedia data connections per table/room - or wireless (include Internet connections for laptops)			12	
3	PA system outlet (1 per room)			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 6/room

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: For small groups to study, including literacy groups.

SPATIAL RELATIONSHIPS: Close to or within the general collection.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: 1/2 glass window wall to Library interior. No blinds/shades. Lockable door. Consider electronic key card.

VISUAL SUPERVISION: Via 1/2 glass window wall to interior of Library.

SIGNS: Door sign: "Group Study Room".

H. GENERAL COLLECTION (continued)**26. Public Area: Quiet Study Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Individual study table with electrical and data connections	e-table	30	16	480
2	Reading chairs	r-chair	N/A	16	N/A
3	PA System Speaker	PA spkr	N/A	1	N/A
4	Intercom	intercom	N/A	1	N/A
Net Assignable Square Feet Subtotal					480
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	1 duplex electrical receptacle per table			16	
2	1 high speed multimedia data connections per table - or wireless (Include Internet connections for laptops)			16	
3	PA system outlet			2	
4	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 16.

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: A quiet room for individuals to study.

SPATIAL RELATIONSHIPS: Close to or within the general collection.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: 1/2 glass window wall to Library interior. No blinds/shades. Lockable door.

VISUAL SUPERVISION: Via 1/2 glass window wall to interior of Library.

I. CHILDREN'S SERVICES

27. Public Area: Children's Service Desk

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Service desk counter section (30"-32"h) w/knee hole, shelves and drawers underneath	l-counter section	60	2	120
2	Shelving, 3 shelves h, 12"d, ready reference	l.ft.	1	36	36
3	Chair, swivel castered, posture	s-chair	N/A	2	N/A
4	Staff multifunctional microcomputers	s-comput	N/A	2	N/A
5	Printer, networked	printer	N/A	1	N/A
6	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					156
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacles (2 per station)			4	
2	High speed multimedia data connections			2	
3	Telephone outlets			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 2; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Ready reference. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: Where parents and children seek information about the collection, services and programs, and ask for guidance and help.

SPATIAL RELATIONSHIPS: Located within view of the entry to Children's Services. Central sight lines to all of Children's Services. Desk to divide pre-schooler areas from the older children's areas. The desk to be adjacent to the Children's Services Workroom. Patrons should not be able to walk behind it. Also, Desk to be located away from Circulation area.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Exterior windows within the general area.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: entire counter 30"-32" high; at least 1 portion has free knee space.

ACOUSTICS: Acoustical ceiling tile. Methods to reduce noise is essential.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at Desk countertop. Task lights as required.

SECURITY REQUIREMENTS: All drawers, doors, cabinets lockable.

VISUAL SUPERVISION: Central sight lines to all of Children's Services. Staff at Desk perform vision control.

SIGNS: Hanging sign: "Children's Service Desk".

I. CHILDREN'S SERVICES (continued)**28. Public Area: Discovery Center (Computer Clusters) Area**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, individual, intermediate height with electrical and data connections	ce-table	30	12	360
2	Chair, swivel castered, adjustable height	ps-chair	N/A	12	N/A
3	Multifunctional microcomputers, public access PC	p-comput	N/A	2	N/A
4	Multifunctional microcomputers, thin client	t-comput	N/A	10	N/A
5	Printer, networked	printer	N/A	1	N/A
Net Assignable Square Feet Subtotal					360
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	1 duplex electrical receptacle per station			12	
2	1 high speed multimedia data connections per station - or wireless (Include Internet connections for laptops).			12	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 12

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Access to the children's catalog or other databases, and the Internet. The computers also enable children to use multimedia, and educational software.

SPATIAL RELATIONSHIPS: Adjacent to the Children's Reference Desk. Good visibility from the Desk is essential.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: Indirect lighting; 300-500 lux.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Children's Service Desk.

SIGNS: Hanging sign: "Discovery Center".

NOTE: The network will provide a direct connection to Alameda Unified School District's databases for homework purposes.

I. CHILDREN'S SERVICES (continued)**29. Public Area: Preschool Reading and Play Area**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 3 shelves h, 15"d for Picture Books. End panels to contain display.	l.ft.	1	364	364
2	Shelving, 3 shelves h, 10"d for Easy Readers and Moving Up. End panels to contain display.	l.ft.	1	245	245
3	Tackable wall space to display children's art	wall	N/A	as requir.	N/A
4	Table, round, 4-seater, juvenile height	jr-table	100	5	500
5	Reading chairs, juvenile height	jr-chair	N/A	20	N/A
6	Lounge chair, adult height	l-chair	15	1	15
7	Bin on wheels for toys	toy bin	12.5	2	25
Net Assignable Square Feet Subtotal					1,149
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
	None				

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 20

TYPE AND SIZE OF COLLECTIONS: Board books, picture books; easy readers, etc. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: For children to look/read board books, picture books, easy readers, and other simple to read materials, and to play with toys.

SPATIAL RELATIONSHIPS: Easy access from the entrance to Children's Services. Within view of the Children's Service Desk. Separated from the older children's area by the Service Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Exterior windows.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top; 300 lux at shelving. Natural light.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Children's Service Desk.

SIGNS: Hanging sign: "Pre-schoolers".

I. CHILDREN'S SERVICES (continued)
30. Public Area: Story Hour and Craft Room

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Sliding door with viewing panel; wide opening to enable room expansion when needed.	sl-door	N/A	1	N/A
2	Tackable wall surfaces to display children's art		N/A		N/A
3	Counter with sink, 30"h, 10' L, with cabinets above and below	counter	80	1	80
4	Smart podium/w CPU and drives for CD, tapes, etc., connected to overhead projection unit; also connected to the library network - at front for instructor	podium	10	1	10
5	Overhead projection unit controlled at podium; CPU to control its own audio/video setup with drives for computer floppies, video tapes, CD-ROM's, audio cassettes, overhead foils, 35 and 16mm film, etc. and sound system control.	overhead projection unit	N/A	1	N/A
6	Electrically operated beaded screen, flush mounted in ceiling	screen	N/A	1	N/A
7	Puppet Theater Stage, portable	pup.theat.	50	1	50
8	Table 3'x 6' (regular height), folding	fold table	80	1	80
9	Table 3'x 6' (intermediate height), folding	c-fold table	80	2	160
10	Chair (intermediate height), stacking	c-stack chair	N/A	18	N/A
11	Area to sit on the floor up to 75 children	area	5	75	375
12	Storage cabinets, built-in with shelves along one wall	bs-cabinet	N/A	1	N/A
13	Storage closet 10' x 5' for folding tables and chairs.	closet	50	1	50
14	Intercom	intercom	N/A	1	N/A
Net Assignable Square Feet Subtotal					805
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles for the counter, overhead projection unit, and smart podium			8	
2	High speed multimedia data connections for the counter, overhead projection unit, and smart podium			4	
3	Segmented and dimmer switches. Switches at door, and at front for story-teller.				
4	Telephone outlet			1	
5	Satellite/cable TV outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 18 in chairs and 75 on the floor.

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Children listen to stories; see puppet shows; work on crafts.

SPATIAL RELATIONSHIPS: Easy access to Children's Service Desk. Close to Pre-school area; away from older children; near Children's restrooms. It can have a door to an outside terrace for summer programs.

FLEXIBILITY AND EXPANDABILITY: Flexible space.

FENESTRATION: Exterior windows with shades.

I. CHILDREN'S SERVICES (continued)

28. Public Area: Story Hour and Craft Room (continued)

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux; dimmer switches. Natural light.

SECURITY REQUIREMENTS: Lockable cabinets and door. Consider electronic key card.

VISUAL SUPERVISION: From Children's Service Desk.

SIGNS: Hanging sign: "Story Hour and Craft Room".

I. CHILDREN'S SERVICES (continued)

31. Public Area: Parenting Area

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 10"d (Parenting Collection) display type, includes brochures, videos, etc.	l.ft.	0.7	69	48
2	Floor pillows	fl-pillow	4	4	16
3	Loveseat	loveseat	30	2	60
4	Occasional table	o-table	10	1	10
5	Children's restrooms (in close proximity) with baby changing stations; female restroom with couch for nursing	restroom	N/A	as requir.	N/A
6	Couch (for nursing, in female restroom)	restroom	N/A	1	N/A
Net Assignable Square Feet Subtotal					134
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacle			2	
2	High speed multimedia data connections			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 6

TYPE AND SIZE OF COLLECTIONS: Parenting collection. For linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: The place for parents and children to share/read books together.

SPATIAL RELATIONSHIPS: Close to the Story Hour and Craft Room.

FLEXIBILITY AND EXPANDABILITY: Flexible and expandable space.

FENESTRATION: Exterior windows, if possible.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at seating; 300 lux at shelving.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Children's Services Desk.

SIGNS: Hanging sign: "Parenting Collection".

I. CHILDREN'S SERVICES (continued)

32. Public Area: Children's Collection

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, 5 shelves h, 12"d display type with storage/flat shelves underneath for Current Periodicals	l.ft.	0.7	75	53
2	Shelving, 5 shelves h, 12"d, loose back file periodicals	l.ft.	0.7	36	25
2	Reference Shelving, 3 shelves h, 12"d	l.ft.	1	96	96
3	Shelving, Non-Fiction, 5 shelves h, 10"d	l.ft.	0.7	708	496
4	Shelving, Fiction, 5 shelves h, 10"d	l.ft.	0.7	720	504
5	Shelving, Foreign Language, 5 shelves h, 10"d	l.ft.	0.7	51	36
6	Shelving, 5 shelves h, 8"d display type for Audio Visuals (DVD's,CD's, Audio and Video Tapes)	l.ft.	0.5	120	60
7	Paperback Spinners	spinner	25	2	50
Net Assignable Square Feet Subtotal					1,319
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	4 Duplex electrical receptacle per column in shelving area				
2	4 Duplex electrical receptacle per column in shelving area - or wireless				

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: Materials for children from infancy through sixth grade, including Alameda Unified School District most current textbooks. For linear feet of collections -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: Children's Services general circulating and non-circulating collection.

SPATIAL RELATIONSHIPS: Located in a central part of Children's Services behind the Children's Services Desk.

FLEXIBILITY AND EXPANDABILITY: Flexible and expandable space.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux at shelving.

SECURITY REQUIREMENTS: None.

VISUAL SUPERVISION: From Children's Services Desk.

SIGNS: Hanging signs: "Current Periodicals", "Reference", "Non-Fiction", "Fiction", "Holiday Materials", "Media". End panel signs as required.

NOTE: Free standing shelving shall be no more than 66" high. All end panels shall have display or tackable surfaces.

I. CHILDREN'S SERVICES (continued)**33. Public Area: Homework Center Area**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	4-seater Table 4'x 6' intermediate height with electrical and data connections	4c-table	100	4	400
2	Individual Table intermediate height with electrical and data connections	ce-table	30	8	240
3	Lounge chairs, intermediate height	cl-chair	15	4	60
4	Occasional table	o-table	10	1	10
5	Reading chair, intermediate height	cr-chair	N/A	24	N/A
6	Dictionary Stand, child height, with rolling shelves	cd-stand	10	1	10
7	Atlas Stand, child height, with rolling shelves	ca-stand	10	1	10
8	Multifunctional microcomputers, public access PC	p-comput	N/A	1	N/A
9	Multifunctional microcomputers, thin client	t-comput	N/A	1	N/A
10	Printer, networked	printer	N/A	1	N/A
11	Coin/smart card machine, wall mounted	machine	N/A	1	N/A
12	Copier, coin or smartcard operated	s-copier	50	1	50
Net Assignable Square Feet Subtotal					780
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacle (2 per 4-seater table)			16	
2	High speed multimedia data connections(2 per 4-seater table) - or wireless (Include Internet access for laptops.)			16	
3	Duplex electrical receptacle (1 per individual table and smartcard machine)			8	
4	High speed multimedia data connections (1 per individual table) - or wireless (Include Internet access for laptops.)			8	
5	Heavy duty duplex electric receptacle for copier			1	
6	High speed multimedia data connection for copier			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 28**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** This area is for children to read, listen, view, study, and do homework with friends.**SPATIAL RELATIONSHIPS:** Located in a central part of Children's Services behind the Children's Services Desk.**FLEXIBILITY AND EXPANDABILITY:** Flexible and expandable space.**FENESTRATION:** None.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at table top.**SECURITY REQUIREMENTS:** None.**SIGNS:** Hanging sign: "Homework Center".

I. CHILDREN'S SERVICES (continued)**34. Non-Public Area: Children's Librarian's Office**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-Shaped Furniture Workstation	station	60	1	60
2	Chair, swivel castered, adustable height, posture,	s-chair	N/A	1	N/A
3	Shelving, 7 shelves h, 12"d, wall hung	l.ft.	0.5	20	10
4	Cabinet, file lateral, 4 drawer	lf-cab4	10	1	10
5	Round Conference table 4' dia	c-table	50	1	50
6	Guest chair	g-chair	N/A	4	N/A
7	Staff multifunctional microcomputer, networked	computer	N/A	1	N/A
8	Printer, direct	d-printer	N/A	1	N/A
9	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					130
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Office for Head of Children's Services.**SPATIAL RELATIONSHIPS:** Located adjacent to or in the Children's Workroom.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at desk and table top. Task lights as required.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** Interior window to Children's Workroom.**SIGNS:** Door sign: "Children's Librarian".

I. CHILDREN'S SERVICES (continued)**35. Non-Public Area: Children's Services Workroom**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped Librarian furniture workstation containing: 1 file/box pedestal, shelving bins above	l-wrkst	85	1	85
2	L-shaped technician furniture workstation containing: 1 file/box pedestal, shelving bins above	t-wrkst	65	2	130
3	Counter 12' l with a 4' knee space, and sink, shelving above and below; roll-out shelves	counter	60	1	60
4	Chair, swivel casters, adjustable height, posture,	s-chair	N/A	4	N/A
5	Shelving, 7 shelves h, 12"d for reserves and book sorting	l.ft.	0.5	62	31
6	File Cabinets, 5 drawer lateral	lf-cab5	10	3	30
7	Map case (flat file)	map case	24	1	24
8	Book truck	b.truck	5	4	20
9	Supply cabinet	s-cabinet	12	3	36
10	Staff multifunctional microcomputer, networked	s-comput	N/A	3	N/A
11	Printer (fax, scanner) networked	fs-printer	N/A	1	N/A
12	Telephone	telephone	N/A	3	N/A
Net Assignable Square Feet Subtotal					416
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (4 per workstation)			12	
2	High speed multimedia data connections (2 per workstation)			6	
3	Duplex electric receptacles (for the counter)			3	
4	High speed multimedia data connections (for the counter)			2	
5	Telephone outlet			3	

OCCUPANCY BY STAFF AND PATRONS: Staff 3; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Librarians, support staff and volunteers work on projects, process materials, prepare programs, etc.**SPATIAL RELATIONSHIPS:** Located adjacent to or in the Children's Workroom.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at desk top. Task lights as required.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** Interior Window to Children's Services Desk.**SIGNS:** Door sign: "Children's Services Workroom" and/or "Staff Only"

J. FAMILY LITERACY CENTER**36. Public Area: 2 Instruction Rooms**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, conference, 6-person table	6-table	150	1	150
2	Reading chairs	r-chair	N/A	6	N/A
3	Adult Basic Education and Citizenship materials shelving, 5 shelves h, 12"d ,wall hung outside the room	l.ft.	N/A	15	N/A
4	Intercom	intercom	N/A	1	N/A
Net Assignable Square Feet Subtotal for 1 Room					150
Net Assignable Square Feet Subtotal for 2 Rooms					300
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	4 duplex electrical receptacle per table/room			8	
2	4 high speed multimedia data connection per table/room -- or wireless (Include Internet connections for laptops)			8	
3	Telephone outlet (1 per room)			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 6 per room

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Small literacy groups, and for children or teenagers to perform homework tasks.

SPATIAL RELATIONSHIPS: Located anywhere in the public areas of the building.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Interior windows with blinds.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile, and carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top; dimmer switches

SECURITY REQUIREMENTS: All doors, drawers, cabinets lockable. Consider electronic key card.

VISUAL SUPERVISION: Interior window to Library.

SIGNS: Door sign: "Family Literacy Room".

K. COMMUNITY MEETING ROOMS**37. Public Area: Meeting Room Lobby & Café**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Food display cases	food cas.	50	2	100
2	Coffee cart, on wheels	coffee	N/A	1	N/A
2	Paperback Spinners for donated books	spinner	25	1	25
3	Newspaper rack	news rack	N/A	1	N/A
4	Table, 3' square, cafeteria type	k-table	60	5	300
5	Chairs, stacking	stack chair	N/A	20	N/A
6	Magazine display rack, wall hung	mag.disp.	N/A	1	N/A
7	Water fountain	fountain	10	1	10
8	Telephone, pay	phone	10	2	20
9	Restrooms (accessible to Community Meeting Rooms after library hours and in close proximity) with baby changing stations	restroom	N/A	as requir.	N/A
Net Assignable Square Feet Subtotal					455
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacles for food displays, coffee cart, etc.			as requir.	
2	Cabling and wiring for displays			as requir.	
3	Directional Lighting for exhibits			as requir.	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 20

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Lobby, café and exhibit area for Community Meeting Room.

SPATIAL RELATIONSHIPS: Located on another side of the Building with access from parking, and separated by door from the Library, so it can be used after Library hours.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Exterior windows with shades.

SPACE FINISHES: Floor: carpeting or resilient floor tile; walls: tackable surfaces and picture hanging moulding; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile; carpeting.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux.; directional lighting for exhibits.

SECURITY REQUIREMENTS: All doors, drawers, cabinets lockable. Consider electronic key card.

VISUAL SUPERVISION: Interior window to Library if practical.

SIGNS: Hanging sign: "Café". Restroom male/female door signs.

K. COMMUNITY MEETING ROOMS (continued)**38. Public Area: Community Meeting Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Electric assist moveable partition to divide Meeting Room into two	partition	N/A	1	N/A
2	Stacking Chair	stack chair	10	150	1,500
3	Table 3'x 6' (regular height), folding	fold table	N/A	15	N/A
4	Smart podium/w CPU and drives for CD, tapes, etc., connected to overhead projection unit; also connected to the library network	podium	10	2	20
5	Overhead projection unit controlled at podium; CPU to control its own audio/video setup with drives for computer floppies, video tapes, CD-ROM's, audio cassettes, overhead foils, 35 and 16mm film, etc. and sound system control.	overhead projection unit	N/A	2	N/A
6	Security alarm and cameras for the doors	security	N/A	2	N/A
7	Piano, on wheels with bench	piano	N/A	1	N/A
8	Large electrically operated beaded screen, flush mounted in ceiling	screen	N/A	1	N/A
9	Stage equipped with curtain (portable)	stage	200	1	200
10	Portable lectern with light	lectern	N/A	2	N/A
11	Mobile coat rack	m-coat rack	N/A	4	N/A
12	Intercom	intercom	N/A	2	N/A
13	Easel, fold down	easel	N/A	2	N/A
Net Assignable Square Feet Subtotal					1,720
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Lighting circuits segmented with separate switches and dimmer controls; controls at the door and at stage			as requir.	
2	Directional lighting			as requir.	
3	High speed data connections for smart podium and peripherals			as requir.	
4	Electrical receptacles for smart podium			as requir.	
5	Telephone outlet			2	
6	Plugmold with electrical and data outlets on perimeter of room				
7	Satellite/cable TV outlet			2	

K. COMMUNITY MEETING ROOMS (continued)**38. Public Area: Community Meeting Room (continued)**

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 150

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Diverse programs the Library offers including community programs, professional and public meetings, conferences, staff events. Provide capability for future teleconferencing, distance learning, etc.

SPATIAL RELATIONSHIPS: Adjacent to Meeting Room Lobby/Café.

FLEXIBILITY AND EXPANDABILITY: Meeting room is dividable in two.

FENESTRATION: None.

SPACE FINISHES: Floor: carpeting; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Special acoustical design.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH; separate controls.

ILLUMINATION: 400 lux; dimmer switches; directional lighting at stage.

SECURITY REQUIREMENTS: All doors, drawers, lockable. Consider electronic key card.

VISUAL SUPERVISION: Glass window in door(s) to Community Meeting Room

SIGNS: Door sign: "Community Meeting Room".

K. COMMUNITY MEETING ROOMS (continued)**39. Public Area: Galley Kitchen**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Folding doors or pull down gates	f-door	N/A	1	1
2	Counter with deep sink, and dishwasher, cabinets above and below	gk-counter	60	1	60
3	Dishwasher, undercounter	dishwash	N/A	1	N/A
4	Large capacity refrigerator/freezer	refrig.	30	1	30
5	Large capacity microwave oven/stove top with exhaust vents	stove	10	1	10
6	Coffee maker	cof.mak	N/A	1	N/A
7	Coffee cart on wheels	coffee cart	5	1	5
8	Storage closet	closet	20	1	20
9	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					125
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Heavy duty electrical receptacles for appliances			as requir.	
2	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Prepare food for café and events.**SPATIAL RELATIONSHIPS:** Located on one side of the Lobby/Café, and have access to the Meeting Room**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** None.**SPACE FINISHES:** Floor: resilient floor tile; walls: ceramic tile; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux.; dimmer switches.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** From Meeting Room Lobby/Café.**SIGNS:** Door sign: "Kitchen".

K. COMMUNITY MEETING ROOMS (continued)**40. Non-Public Area: Storage Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Double doors	doors	N/A	1	N/A
2	Shelving, industrial, 5 shelves h, 24"d, single face anchored to the wall	i-l.ft.	1	50	50
3	Area to store stacking chairs on their dolly's, folding tables, platforms, etc.	area	50	1	50
Net Assignable Square Feet Subtotal					100
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Electrical receptacles			as requir.	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Storage for Community Meeting Room furniture and equipment.

SPATIAL RELATIONSHIPS: Located in close proximity to Community Meeting Room.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None

SPACE FINISHES: Floor: resilient floor tile; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: None.

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 300 lux.; dimmer switches.

SECURITY REQUIREMENTS: All doors, drawers, cabinets lockable. Consider electronic key card.

VISUAL SUPERVISION: From Meeting Room Lobby/Café.

SIGNS: Door sign: "Storage".

L. LIBRARY ADMINISTRATION**41. Public Area: Secretary / Reception**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped technician furniture workstation containing: 1 file/box pedestal, shelving bins above	t-wrkst	65	1	65
2	Chair, swivel castered, adjustable height, posture,	s-chair	N/A	1	N/A
3	Coat rack	coat rack	N/A	1	N/A
4	Supply cabinet	s-cabinet	12	1	12
5	Lateral File cabinet, 4 drawer, locking	lf-cab4	10	4	40
6	Shelving, 5 shelves h, 10"d, display type	l.ft.	1	21	21
7	Lounge chairs	l-chair	15	2	30
8	Occasional table	o-table	10	1	10
9	Copier (in an alcove), with shelving above	copier	50	1	50
10	Fax machine	fax	N/A	1	N/A
11	Counter for sorting, cabinets above	counter	60	1	60
12	Counter with sink, cabinets above and below (coffee center)	counter	50	1	50
13	Coffee maker	cof.mak	N/A	1	N/A
14	Microwave oven, countertop	microw.	N/A	1	N/A
15	Teakettle	teaketl.	N/A	1	N/A
16	Refrigerator, under counter	s-refrig.	N/A	1	N/A
17	Staff multifunctional microcomputer, networked	s-comput	N/A	1	N/A
18	Printer, direct	d-printer	N/A	1	N/A
19	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					338
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (4 per workstation + 3 for coffee center counter, and 2 for sorting counter)			9	
2	High speed multimedia data connections (2 per workstation, 1 for copier, and 1 for fax machine)			4	
3	Telephone outlet (+1 for copier, and 1 for fax machine)			4	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 2**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Reception area for an enclosed administrative suite. It also contains the workspace for the Departmental Secretary and support.**SPATIAL RELATIONSHIPS:** Preferably on the second floor within easy access to patron areas.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at furniture workstations. 300 lux elsewhere. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door, drawers and cabinets. Consider electronic key card.**VISUAL SUPERVISION:** None**SIGNS:** Door sign: "Administration".

L. LIBRARY ADMINISTRATION (continued)**42. Non-Public Area: Director's Office**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	U-Shaped directors furniture workstation	d-wrkst	100	1	100
2	Chair, swivel casters, adjustable height, posture, executive	es-chair	N/A	1	N/A
3	Bookcase	bcase	10	2	20
4	File cabinet, lateral, 4 drawer	lf-cab4	10	2	20
5	Table, conference, 6-person table	6-table	60	1	60
6	Guest chairs	g-chair	N/A	6	N/A
7	Coat rack	coat rack	N/A	1	N/A
8	Staff mMultifunctional microcomputer, networked	s-comput	N/A	1	N/A
9	Printer, direct	d-printer	N/A	1	N/A
10	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					200
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Office for Library Director.**SPATIAL RELATIONSHIPS:** Within administrative suite, adjacent to Reception.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at furniture workstation. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door, drawers and cabinets. Consider electronic key card.**VISUAL SUPERVISION:** From Reception.**SIGNS:** Door sign: "Library Director".

L. LIBRARY ADMINISTRATION (continued)**43. Non-Public Area: Manager of Library Operations Office**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-Shaped furniture workstation	station	60	1	60
2	Chair, swivel castered, adustable height, posture,	s-chair	N/A	1	N/A
3	Coat rack	coat rack	N/A	1	N/A
4	Shelving, 7 shelves h, 12"d, wall hung	l.ft.	0.5	60	30
5	Round Conference table 4' dia	c-table	50	1	50
6	Guest chair	g-chair	N/A	4	N/A
7	Staff multifunctional microcomputer, networked	s-comput	N/A	1	N/A
8	Printer, direct	d-printer	N/A	1	N/A
9	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					140
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Office of Library Operations Manager**SPATIAL RELATIONSHIPS:** adjacent to Circulation area.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at furniture workstation. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door, drawers and cabinets. Consider electronic key card.**VISUAL SUPERVISION:** From Reception.**SIGNS:** Door sign: "Library Operations Manager".

L. LIBRARY ADMINISTRATION (continued)**44. Non-Public Area: Conference/Staff Training Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, conference, 12-person	12-table	300	1	300
2	Credenza	credenza	80	1	80
3	Conference chairs	c-chair	N/A	12	N/A
4	Stacking chairs	stack chair	N/A	8	N/A
5	Coat rack	coat rack	N/A	1	N/A
8	Screen/White Board combination, also connected to the network (to download and/or print material written on the white board)	Screen/white board	N/A	1	N/A
7	TV/video combo ceiling hung	TV	N/A	1	N/A
8	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					380
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (mounted on the table)			4	
2	High speed multimedia data connections (mounted on the table)			4	
	High speed multimedia data connection for screen/white board			1	
3	Duplex electrical receptacles for screen/white board			2	
4	Cable/Satellite outlet			1	
5	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 20; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Used by the Library for staff meetings and training.**SPATIAL RELATIONSHIPS:** Within administrative suite, adjacent to Reception and with direct access to the corridor.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window, if possible.**SPACE FINISHES:** Floor: carpeting; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile, and carpeting.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 400 lux. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door, drawers and cabinets. Consider electronic key card.**VISUAL SUPERVISION:** From Reception.**SIGNS:** Door sign: "Staff Conference/Training Room".

L. LIBRARY ADMINISTRATION (continued)

45. Non-Public Area: Storage Room

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, industrial, 7 shelves h, 12" d, single face, anchored to the walls	i-l.ft.	1	50	50
Net Assignable Square Feet Subtotal					50
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
	As required				

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: None.

FUNCTIONAL ACTIVITY DESCRIPTION: Storage room for all of Administration

SPATIAL RELATIONSHIPS: Within administrative suite with easy access to Departmental Secretary office.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None.

SPACE FINISHES: Floor: resilient tile; walls: painted; ceiling: painted.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: None

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.; good ventilation.

ILLUMINATION: 300 lux.

SECURITY REQUIREMENTS: Lockable door. Consider electronic key card.

VISUAL SUPERVISION: From Reception.

SIGNS: Door sign: "Storage Room".

M. COMPUTER SUPPORT SERVICES**46. Non-Public Area: Computer Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Door with window to corridor	door	N/A	1	N/A
2	Shelving, industrial, 5 shelves h, 15" d shelves, 18"h shelf to shelf	i-l.ft.	1	49	49
3	Technician workbench with recessed shelving underneath work surface and cabinets above.	w-bench	65	2	130
4	Stand-up station for microcomputer and printer	st-up st.	20	1	20
5	Chair, swivel castered, adustable height, posture,	s-chair	N/A	2	N/A
6	Network (and system) server	server	10	6	60
7	Ethernet switches, 40 port	router	N/A	as requir.	N/A
8	Fiber Ethernet modules	fiber	N/A	4	N/A
9	Staff multifunctional microcomputer networked	s-comput	N/A	1	N/A
10	Voice switch (for 50 handsets)	s-tel	5	1	5
	Printer, networked	printer	N/A	1	N/A
11	Printer, system	sys-printer	N/A	1	N/A
12	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					264
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacles for Technician's workbenches abd stabdup station			10	
2	High speed multimedia data connections for technician's workbenches and stand-up station			6	
3	Telephone outlet			2	
4	Electrical receptacles for servers, etc. on separate circuit breakers			as requir.	
5	High speed multimedia data connections for servers, etc.			as requir.	
6	Telephone switch panel	tel.switch		1	

OCCUPANCY BY STAFF AND PATRONS: Staff 2; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Equipment supports computer services in the building and the branches. It provides links to Alameda Unified School District's databases.**SPATIAL RELATIONSHIPS:** Near or adjacent to Technical Services, and cable and electrical closets.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** None.**SPACE FINISHES:** Floor: resilient tile; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile.**ENVIRONMENTAL CONDITIONS (HVAC):** as required by manufacturers.**ILLUMINATION:** 300 lux. Task lights for maintenance and repair as required.**SECURITY REQUIREMENTS:** Electronic key card access.**VISUAL SUPERVISION:** From Technical Services.**SIGNS:** Door sign: "Computer Room".

M. COMPUTER SUPPORT SERVICES (continuous)**47. Non-Public Area: Computer Support Storage Room**

Ref #	Description of Furniture and Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, industrial, 5 shelves h, 15" d shelves, 18"h shelf	i-l.ft.	0.7	168	118
2	Hand truck	h.truck	5	1	5
3	Utility truck	u.truck	5	1	5
4	Flatbed truck with 6 wheels	fb.truck	10	1	10
5	Boxes floor area	area	100	1	100
Subtotal					238
Ref #	Electrical / Telecommunications			Amount	
1	Duplex electrical receptacles			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0
TYPE AND SIZE OF COLLECTIONS: None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Storage for computers and computer supplies.**SPATIAL RELATIONSHIPS:** Adjacent or close to the delivery entrance.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** None**SPACE FINISHES:** Floor: resilient floor tile; walls: painted; ceiling: painted.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** None.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** None.**SIGNS:** Door sign: "Computer Storage Room".

N. TECHNICAL SERVICES**48. Non-Public Area: Technical Services Librarian's Office**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-Shaped Furniture Workstation	station	60	1	60
2	Chair, swivel castered, adustable height, posture,	s-chair	N/A	1	N/A
3	Shelving, 7 shelves h, 12"d, wall hung	l.ft.	0.5	20	10
4	Cabinet, file, lateral, 4 drawer	lf-cab4	10	1	10
5	Round conference table 4' dia	c-table	50	1	50
6	Guest chair	g-chair	N/A	4	N/A
7	Staff multifunctional microcomputer, networked (with bar code scanner)	s-comput	N/A	1	N/A
8	Printer, direct	d-printer	N/A	1	N/A
9	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					130
Ref #				Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Office of Technical Service Librarian**SPATIAL RELATIONSHIPS:** Within Technical Services Workroom**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Exterior window; interior window with blinds into Workroom.**SPACE FINISHES:** Floor: resilient tile; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible**ACOUSTICS:** Acoustical ceiling tile**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux at furniture workstation. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door, drawers and cabinets. Consider electronic key card.**VISUAL SUPERVISION:** None.**SIGNS:** Door sign: "Head of Technical Services".

N. TECHNICAL SERVICES (continued)**49. Non-Public Area: Acquisitions, Cataloging, Processing and Mail Work Area**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped technician furniture workstation containing: 1 file/box pedestal, shelving bins above	t-wrkst	65	7	455
2	Chair, swivel casters, adjustable height, posture,	s-chair	N/A	10	N/A
3	Mail bin unit	mail bins	N/A	1	N/A
4	Shelving, 7 shelves h, 12"d	l.ft.	0.5	120	60
5	Typewriter on own mobile stand	typewr.	25	1	25
6	Sink	sink	25	1	25
7	Supply cabinet	s-cabinet	12	4	48
8	Copier heavy duty, with sorter	copier	50	1	50
9	Worktable	w-table	60	5	300
10	Table, work, 3'x3' for laminator	lw-table	20	1	20
11	Cabinet, file, lateral, 4 drawer	lf-cab4	10	1	10
12	Book trucks	b.truck	5	20	100
13	Staff multifunctional microcomputer networked (with bar code scanners)	s-comput	N/A	7	N/A
14	Printer, label	l-printer	N/A	3	
15	Printer (fax/scanner), networked	fs-printer	N/A	1	N/A
16	Telephone	telephone	N/A	7	N/A
Net Assignable Square Feet Subtotal					1,093
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (4 per workstation)			28	
2	High speed multimedia data connections (2 per workstation)			14	
3	Telephone outlet			7	

OCCUPANCY BY STAFF AND PATRONS: Staff 7; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Acquisitions of new materials, cataloging materials, processing them before they go on the shelves, and sorting, etc. mail.**SPATIAL RELATIONSHIPS:** In close juxtaposition and easy access to the Delivery Area.**FLEXIBILITY AND EXPANDABILITY:** Flexible space.**FENESTRATION:** Exterior operable windows; interior window with blinds into Workroom.**SPACE FINISHES:** Floor: resilient tile; walls: painted; ceiling: acoustical tile.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** Acoustical ceiling tile.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 500 lux. Task lights as required.**SECURITY REQUIREMENTS:** Lockable door, drawers and cabinets. Consider electronic key card.**VISUAL SUPERVISION:** From Technical Services Librarian's Office.**SIGNS:** Door sign: "Technical Services".

N. TECHNICAL SERVICES (continued)**50. Non-Public Area: Storage Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving, industrial, 5 shelves h, 24"d, single face anchored to the wall	i-l.ft.	1	300	300
2	Boxes area	area	100	1	100
3	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					400
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles			4	
2	High speed multimedia data connections			1	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Storage for supplies**SPATIAL RELATIONSHIPS:** In close proximity to processing area**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** None**SPACE FINISHES:** Floor: resilient floor tile; walls: painted; ceiling: painted.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** None.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** From the Processing area.**SIGNS:** Door sign: "Storage Room".

O. FRIENDS OF THE LIBRARY**51. Non-Public Area: Friends/Gifts Sorting Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	L-shaped technician furniture workstation containing: 1 file/box pedestal, shelving bins above	t-wrkst	65	1	65
2	Worktable	table	60	1	60
3	Chair, swivel casters, adjustable height, posture,	s-chair	N/A	3	N/A
4	Boxes floor area	area	100	3.5	350
5	Shelving, 7 shelves h, 10"d	l.ft.	0.5	54	27
6	Cabinet, file, lateral 4 drawer	lf-cab4	10	1	10
7	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					512
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles			8	
2	High speed multimedia data connections (at workstation)			2	
3	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0; Friends of the Library 2

TYPE AND SIZE OF COLLECTIONS: Gift books to be sorted for booksale. For number of linear feet -- see above.

FUNCTIONAL ACTIVITY DESCRIPTION: Receive and sort books for the Friends book sale. (Note: Friends have booksale display shelving in the Popular Library. Quantities of booksale materials for the yearly sale are stored off-site.)

SPATIAL RELATIONSHIPS: Adjacent or close to the delivery entrance.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: None

SPACE FINISHES: Floor: resilient floor tile; walls: painted; ceiling: acoustical tile.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: Acoustical ceiling tile

ENVIRONMENTAL CONDITIONS (HVAC): +/- 70 degrees; +/- 40-50% RH.

ILLUMINATION: 500 lux at table top.

SECURITY REQUIREMENTS: All doors, drawers, cabinets lockable. Consider electronic key card.

VISUAL SUPERVISION: None.

SIGNS: Door sign: "Friends of the Library".

P. CUSTODIAL OPERATIONS**52. Non-Public Area: Delivery Area**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Loading Dock, approx. 4'-2" h off driveway equipped with rubber bumpers and electrically operated roll-up door	dock	100	1	100
2	Staff entry door	e-door	N/A		N/A
3	Secure staff bike storage area	bike	100	1	100
4	Pick-up and drop-off area for boxes and flat trucks	load.area	200	1	200
5	Table, work, 4' x 8'	wk-table	80	1	80
6	Chair, swivel casters, adjustable height, posture,	s-chair	N/A	1	N/A
7	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					480
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Door bell and alarm			1	
2	High speed multimedia data connections			2	
3	Duplex electric receptacles			to be determined	
4	Telephone outlet			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 1; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Send and receive library materials; also, staff entrance door.**SPATIAL RELATIONSHIPS:** Rear of the building with its own driveway large enough to handle a tractor-trailer.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** None.**SPACE FINISHES:** Floor: concrete floor; walls: painted; ceiling: painted.**ACCESS FOR THE DISABLED:** Staff entry door accessible.**ACOUSTICS:** N/A**ENVIRONMENTAL CONDITIONS (HVAC):** Work area: +/- 70 degrees; +/- 40-50% RH; Dock area: N/A**ILLUMINATION:** 300 lux; 500 at table top.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** None.**SIGNS:** Door sign: "Staff Entrance"; Driveway sign: "To Loading Dock".

P. CUSTODIAL OPERATIONS (continued)**53. Non-Public Area: Custodial Supplies Storage**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Shelving industrial, 5 shelves h, 24"d, single face anchored to the wall	i-l.ft.	1	100	100
2	Area for boxes, special work, etc.	area	1	100	100
3	Rack for brooms and mops, wall hung	br.rack	N/A	1	N/A
4	Ladder	ladder	5	1	5
Net Assignable Square Feet Net Assignable Square Feet Subtotal					205
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles			4	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None.**FUNCTIONAL ACTIVITY DESCRIPTION:** Store custodial supplies.**SPATIAL RELATIONSHIPS:** In a non-public area of the Library.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** None.**SPACE FINISHES:** Floor: resilient tile; walls: painted; ceiling: painted.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** N/A**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux. Light switch to turn off lights when not in use.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** None.**SIGNS:** Door sign: "Storage".

P. CUSTODIAL OPERATIONS (continued)**54. Non-Public Area: Cleaning Closets**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Cleaning closet with slop sink and racks to hold brooms, mops, etc., and with shelves for daily custodial supplies, 8' x 8' (1 per floor)	cl.clos.	N/A	2	N/A
Net Assignable Square Feet Subtotal					N/A
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Convenient electrical receptacles			As requir.	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0
TYPE AND SIZE OF COLLECTIONS: None**FUNCTIONAL ACTIVITY DESCRIPTION:** Store every day cleaning supplies and tools.**SPATIAL RELATIONSHIPS:** One closet on each floor.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** None.**SPACE FINISHES:** Closet floor: ceramic tile; walls: ceramic tile; ceiling: painted.**ACCESS FOR THE DISABLED:** Accessible.**ACOUSTICS:** N/A**ENVIRONMENTAL CONDITIONS (HVAC):** N/A.**ILLUMINATION:** 300 lux. Light switch to turn off lights when not in use.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** None.**SIGNS:** Door sign: "Custodial".

Q. STAFF AREA**55. Non-Public Area: Staff Lounge / Lunch Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Table, 4' square, cafeteria type	k-table	60	2	120
2	Chair, cafeteria type	k-chair	N/A	8	N/A
3	Counter with kitchen sink, cabinets above and below	k-counter	100	1	100
4	Bulletin board, wall hung	b.board	N/A	1	N/A
5	Shelving, 5 shelves h, 12"d, wall hung	l.ft.	0.5	10	5
6	Large capacity refrigerator/freezer	refrig.	30	1	30
7	Coffee maker	cof.mak	N/A	1	N/A
8	Toaster oven, countertop	toaster	N/A	1	N/A
9	Microwave oven, countertop	microw.	N/A	1	N/A
10	Electric Teakettle	teaketl.	N/A	1	N/A
11	Storage closet	closet	50	1	50
12	Couch	couch	75	1	75
13	Lounge chairs	l-chair	20	2	40
14	Occasional table	o-table	20	2	40
15	Magazine display rack, wall hung	mag.disp.	N/A	1	N/A
16	Vending Machine	vnd.mach.	10	1	10
17	Telephone	telephone	N/A	1	N/A
Net Assignable Square Feet Subtotal					470
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electrical receptacle for counter			6	
2	Duplex electrical receptacle in lounge area			4	
3	Telephone outlet			1	
4	High speed multimedia data connections in lounge area			2	
5	Heavy duty electrical receptacle for refrigerator and microwave oven			2	

OCCUPANCY BY STAFF AND PATRONS: Staff 13; Patrons 0**TYPE AND SIZE OF COLLECTIONS:** None**FUNCTIONAL ACTIVITY DESCRIPTION:** Staff eat lunch, take breaks and relax.**SPATIAL RELATIONSHIPS:** In non-public areas of the building. Adjacent to the set of staff restrooms with showers.**FLEXIBILITY AND EXPANDABILITY:** None.**FENESTRATION:** Operable exterior windows**SPACE FINISHES:** Kitchen floor: ceramic tile; Kitchen walls: ceramic tile. Staff Lounge floor: resilient tile walls: painted. Kitchen and Staff Lounge ceiling: acoustical tile;**ACCESS FOR THE DISABLED:** Accessible.**ENVIRONMENTAL CONDITIONS (HVAC):** +/- 70 degrees; +/- 40-50% RH.**ILLUMINATION:** 300 lux. Floor lamp at couch; table top lamp at lounge chairs.**SECURITY REQUIREMENTS:** All doors, drawers, cabinets lockable. Consider electronic key card.**VISUAL SUPERVISION:** None.**SIGNS:** Door sign: "Staff Lounge".

Q. STAFF AREA (continued)**56. Non-Public Area: Staff Restrooms, Lockers and Emergency Room**

Ref #	Furniture/Shelving/Electronic Equipment	Name of units	Unit NASF	Amount of units	Extended NASF
1	Male and female restrooms (as required by code/1 set per floor) 1 male and female restrooms with	restroom	N/A	to be determined	N/A
2	Emergency room with:				
	cot	cot	80	1	80
	side table	s-table	20	1	20
3	Staff Lockers	s-locker	3	50	150
Net Assignable Square Feet Subtotal					250
Ref #	POWER/DATA/AUDIOVISUAL REQUIREMENTS			Amount	
1	Duplex electric receptacles (1 per restroom)			1	

OCCUPANCY BY STAFF AND PATRONS: Staff 0; Patrons 0

TYPE AND SIZE OF COLLECTIONS: None

FUNCTIONAL ACTIVITY DESCRIPTION: Staff restrooms, lockers and showers. Emergency room to rest and/or wait for aid in case of sudden illness.

SPATIAL RELATIONSHIPS: In non-public areas of the building. At least 1 set of male and female restrooms each with a shower to be placed near the Staff Lounge/Lunchroom.

FLEXIBILITY AND EXPANDABILITY: None.

FENESTRATION: Operable exterior windows

SPACE FINISHES: Restroom floor: ceramic tile floor; walls: ceramic tile; ceiling: painted.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC):

ILLUMINATION: 300 lux.

SECURITY REQUIREMENTS: All doors, drawers, cabinets lockable. Consider electronic key card.

VISUAL SUPERVISION: None.

SIGNS: Door signs: "Staff Restrooms"; "Men"; "Women"; "Emergency Room"; "Staff Lockers"

R. Parking**56. Public Area: Parking**

At least 98 parking spaces on site or within 500 feet of the building

TYPE AND SIZE OF COLLECTIONS: N/A

OCCUPANCY BY STAFF AND PATRONS: Staff varies; Patrons vary

FUNCTIONAL ACTIVITY DESCRIPTION: Parking for patrons and staff

SPATIAL RELATIONSHIPS: Adjacent to or within view of the building

FLEXIBILITY AND EXPANDABILITY: Adjacent to the building, none. Within 500 feet of the building, as needed.

FENESTRATION: N/A

SPACE FINISHES: N/A.

ACCESS FOR THE DISABLED: Accessible.

ACOUSTICS: N/A

ENVIRONMENTAL CONDITIONS (HVAC): N/A

ILLUMINATION: As required by code.

SECURITY REQUIREMENTS: As required by code.

VISUAL SUPERVISION: None.

SIGNS: Exterior sign "Parking" Administration and staff parking signs as needed.

7. PROJECT BUDGET